



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	BISHOP APPASAMY COLLEGE OF ARTS AND SCIENCE
Name of the head of the Institution	Dr JEMIMAH WINSTON
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04222221840
Mobile no.	9944742429
Registered Email	csibacas@gmail.com
Alternate Email	jemiwin2010@gmail.com
Address	129 Race Course
City/Town	Coimbatore
State/UT	Tamil Nadu
Pincode	641018

2. Institutional Status																			
Affiliated / Constituent			Affiliated																
Type of Institution			Co-education																
Location			Urban																
Financial Status			private																
Name of the IQAC co-ordinator/Director			Mrs J A SUBA																
Phone no/Alternate Phone no.			04222222247																
Mobile no.			9894190089																
Registered Email			certbacas@gmail.com																
Alternate Email			jasuba75@gmail.com																
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)			http://csibacas.org/AQAR2017_18.pdf																
4. Whether Academic Calendar prepared during the year			Yes																
if yes,whether it is uploaded in the institutional website: Weblink :			http://csibacas.org/files/cal1920.pdf																
5. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B+</td> <td>2.53</td> <td>2016</td> <td>16-Dec-2016</td> <td>15-Dec-2021</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B+	2.53	2016	16-Dec-2016	15-Dec-2021
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				Period From	Period To														
1	B+	2.53	2016	16-Dec-2016	15-Dec-2021														
6. Date of Establishment of IQAC			20-Jan-2017																
7. Internal Quality Assurance System																			
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td colspan="3">No Data Entered/Not Applicable!!!</td> </tr> <tr> <td colspan="3">View File</td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries	No Data Entered/Not Applicable!!!			View File				
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No Data Entered/Not Applicable!!!																			
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Catering Science	Skill Development Program for Transgenders	NABARD	2018 30	47000
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

No Data Entered/Not Applicable!!!

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
No Data Entered/Not Applicable!!!	
View File	

14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to

No

assess the functioning ?	
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	02-Feb-2019
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college offers UG, PG degree and research programs affiliated to Bharathiar University and follow the curriculum designed by the University. The process involved in curriculum delivery are teaching, learning, advice, guidance, interaction, participative and collaborative learning. The institution follows specific timetable with 6 days order for the effective delivery and transaction of the curriculum. An academic calendar is prepared for every year and given to the students and the faculty to plan their activities. All the departments prepare a department action plan for every semester which they adhere to. The activities enhance and supplement the syllabus plan. Each staff member plans the overall lesson plan for the entire semester and the same is written in the staff logbook. A detailed plan is prepared for every week. After teaching the class, the same is recorded in the logbook. This is scrutinized by the Head of the Department once in a month and the same is submitted to the Principal at the end of the semester. The details like books referred and the methodology used is also recorded in the Log book. The staff members use different methods for delivering the curriculum like lecture method, chalk and board method, discussions, power point presentations and puzzles. Apart from teaching, the institution takes many steps for improving the skills of the students, knowledge through conducting workshops, seminars, orientation, outreach, field trips, educational tour, etc. Students are given lectures by guest faculty to give furthermore enrichment to the syllabus. The Head of the Department and staff members meet at least twice in a month to evaluate the progress and suggest means for overcoming hurdles and to reach optimum output. Assessment processes are aligned with the curriculum and are designed to clarify intense learning. The institution conducts two continuous internal assessment tests at regular intervals and a model examination at the end of the semester, before the students appear for the university examinations. The progress reports will be sent to the parents after each Internal tests and model exams. The teachers introduce many aspects of learning methodology including verbal and non-verbal communication. The departments with practical subjects have well equipped laboratory in order to equip the students with industrial standards. The Departments maintain the record of the classes, attendance registers, seminars, assignments, assessments, project reports and other activities regarding teaching learning and development for effective curriculum delivery. The Principal and the College management discuss and analyse the results, departmental proceedings and functioning, student needs and also keep record of

different activities of the college. The Principal goes on rounds regularly, observe the faculty teaching and curriculum delivery and interacts with the students in their classes and listens to their complaints.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
PhD or DPhil	Commerce	20/04/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Value Education Class	18/06/2018	1139
Soft Skill development	10/08/2018	44
Human Values	18/06/2018	29
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?

(maximum 500 words)

Feedback Obtained

Feedback is received from students, parents and alumni. Feedback is received on varied aspects of the curriculum, course completion delivery of curriculum, teaching methods. Feedback is taken on a grade scale and analysed. Feedback is also collected from the parents during Parent Teacher Meetings that are organised by each department of the college. Suggestions and comments given by the parents are also taken into account for future development of the department and the college. Feedback is also received from alumni during the alumni meet and as and when the alumni visit the college. Feedback from the alumni based on industrial trends are put forward to the Board of Studies for any change in curriculum. Academic Audit was conducted with experts from different domains. Each department invited an expert from their respective fields and conducted the audit. Feedback and suggestions were received by the institute in every sphere, whether it be academics or infrastructure. These suggestions are carefully studied by the management and steps are taken to improve the quality of the Institution.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1139	130	29	5	41

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
75	26	0	1	0	5
No file uploaded.					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes. Advisor – Advisee System (presently Mentor- Mentee) system: In order to improve the quality of performance of the students and to strengthen the relationship between the student and the faculty members, the tutorial system of allocating the students to each faculty is followed in the institution. The college follows the Advisor-Advisee system now known as mentor- Mentee System for the past several years. The faculty members

are responsible for the overall development of the students. The mentor mentee system serves as guidance and encouragement and helps the students to overcome their fears and inhibitions. Under this system, the teaching faculty of the college are assigned the duty of mentors. At the beginning of the academic year, the students are assigned their mentors and the list is displayed in the department notice boards. The mentors conduct meetings and collect the biographic details of their mentees along with their financial status. Any help needed through sponsorships or concessions are discussed one to one and put forward to the Principal through their respective Head of the Departments. The mentors are responsible for the academic progress and other psychological behaviour of their mentees. The mentors track the academic performance and send the mentees Continuous assessment marks and model marks with periodic percentage of attendance to the parents. The Mentors contact the parents and develop rapport with the parents. They inform the parents regarding the Parent Teacher meeting that is conducted periodically and call them to speak about their children's progress, attendance, and regularity to the college. This is done to encourage the parent's support for the empowerment of the students. Mentees with any problems are called for primary counselling by the mentor. The mentor discusses with them about their career objectives and also motivates them to excel in their studies. Both formal and informal mentoring system is done by the mentor.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1269	75	1:17

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
No Data Entered/Not Applicable !!!				

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Internal Evaluation is a vital part of academic progress of our institution for the benefit of the students. In this system, the students appear for written exam on every subject of that particular semester. The internal test and model exams are scheduled in the academic calendar and it is conducted for the whole college during the same period with seating arrangements. Test schedules are prepared by the departments and exam cell. Two Internal tests of two hours duration are conducted every semester and the Model exam is conducted towards the end of the semester strictly following the University question paper pattern. The papers are evaluated by the concerned staff for the two internals

and model exams and are distributed to the students. . Every Head of the Department randomly reviews the answer script evaluated by the staff and the progress report is sent to the parents. Assignments and Seminars on subject related topics are given to the students to enhance further their knowledge and to improve their creative skills. At the end of the semester, the internal marks is calculated and sent to the University. The Internal test marks, assignment marks, re-test marks are all recorded by the individual staff in their log book and performance of the student is closely monitored. Students who do not perform well in the internals are identified and remedial classes are conducted for them at regular intervals. Special attention is given to the toppers and they are motivated to aim for University ranks.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The academic calendar is prepared for the activities of the college/department. In the beginning of the academic year the academic calendar, prepared in adherence with the Bharathiar University will be issued to all the students, teaching and non-teaching staff. The activities (both academic and other extracurricular) are well planned and mentioned/scheduled month wise. This will give clear insight to the students and the staff regarding all the activities of the department in the beginning of the academic year. During the academic year the students and staff members follow 6 days order system. The faculty member will prepare his / her classes as per the work load and will follow the day order system given in the academic calendar. College calendar provides guidelines on the following academic schedule, along with other cultural meets.

- Beginning of the academic session
- Last working day of the semester
- Government Holidays
- Internal Examination (I II)
- Model Examination

Other information like general instruction, code of conduct, NSS, NCC, spiritual activities, campus culture, use of library, information about hostel, guidelines to parents and guardians are printed in the academic calendar. It is a practice to conduct Monday morning assembly prayer by each department and the same will be mentioned in the calendar. This will enable the departments to prepare for the assembly well in advance. The department also prepares action plan for the department, which enriches the curriculum with guest lectures, seminars, workshops, educational tours on various values based subjects as well as subject based on the academic calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[The college being affiliated to Bharathiar University, follows the syllabus and regulations of the University. The program and course outcomes designed by the university is followed by the college.](#)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

Student Satisfaction Survey has not been conducted so far. The survey will be conducted in the academic year 2019 -2020.

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	90	NABARD	0.54	0.47
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Photography on Light Painting	N Sridhar	Guinness Book of World Record	13/02/2019	Guinness Record
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Social Work	3

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Social Work	5	4.6
International	Commerce	7	6.6
International	BBA	4	4.6
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
BBA	16
Costume Design and Fashion	8
Catering Science and Hotel Management	2
Commerce	12
Social Work	8
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	7	5	12	0
Presented papers	15	8	0	0
Resource persons	1	0	0	2
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			

No file uploaded.

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Industrial Exposure Training	IET	Hotel Marriott, Cochin	01/05/2018	28/09/2018	2
Industrial Exposure Training	IET	Hotel Sanctuary Pavilion, Bangalore	01/05/2018	28/09/2018	4
Industrial Exposure Training	IET	Hotel Evolve Back, Coorg	01/05/2018	28/09/2018	4
Industrial Exposure Training	IET	Hotel Marriot, Bangalore	01/05/2018	28/09/2018	7
Industrial Exposure Training	IET	Hotel Hyatt, Chennai	01/05/2018	28/09/2018	1
Project	Project work for final year BBA	Key Factor	05/12/2018	08/03/2019	28
Textile Testing	Sharing of Research facilities	Mother Teresa University	15/03/2019	15/03/2019	2
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Spoken Tutorial, IIT, Mumbai	20/11/2018	Online courses	117
Garden City University	05/03/2019	Organizing International Conference with Department of Catering Science	21
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
15	13.5

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar Halls	Existing
Laboratories	Newly Added
Class rooms	Newly Added
Campus Area	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Campus Library	Partially	6.1	2007

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	19263	4899045	44	29870	19307	4928915
Reference Books	950	3800000	0	0	950	3800000
Journals	25	35719	0	0	25	35719
CD & Video	830	124500	0	0	830	124500
e-Books	80409	2500	0	0	80409	2500
e-Journals	3828	2500	0	0	3828	2500
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module	Date of launching e-
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		is developed	content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	120	2	0	0	20	10	10	100	0
Added	0	0	0	0	0	0	0	0	0
Total	120	2	0	0	20	10	10	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
92	91.5	15	13.5

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

BISHOP APPASAMY COLLEGE OF ARTS AND SCIENCE 4.4.2 - Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. The college has a maintenance department with a campus in-charge and maintenance supervisor. They look into the cleanliness and maintenance of class rooms, ground, garden, mess, canteen, rest rooms and parking area. The college building and furniture are checked and necessary repair work is done annually at the close of every academic year. Maintenance department provides instructions regarding maintenance to the sub staff and also provides the necessary cleaning materials. A gardener appointed by the management maintains the plants and trees and makes the campus green and beautiful which is a feast to the eyes of the spectators. Each laboratory has a qualified lab technician assisted by an attender. The equipments are serviced at regular intervals and are maintained in proper condition. Stock registers are maintained to have a track on materials bought, issued and stock maintained in the laboratory. The librarian looks after the purchases, issues and maintenance of books, journals, e-resources etc., in the library. Accession register and issue registers are maintained in the library. New books, periodicals and journals are added to the library based on the request/ requirements from the departments. Annual stock

verification is done regularly. It is mandatory for the students to get 'No dues' signature from the librarian before they get their hall tickets for each semester exam. Subscription renewals of journals are done by the librarian. Entry registers are maintained to record the walk-ins of both faculty and the students. The class rooms have conducive environment for learning. Class rooms have good ventilation with proper lighting. The class rooms and laboratories are cleaned at the end of every day and dust bins are provided for disposal of wastes. Common areas like corridors are also properly maintained. The campus buildings are also white washed and painted periodically during vacations. The computer labs are maintained by qualified lab technicians. Entry registers are maintained in the computer labs to monitor the flow-ins of the students. The sports department headed by the physical director looks into the sports infrastructure of the institution. The physical director is assisted by an assistant physical director and an attender. Issue and stock registers of sports materials are maintained by the sports department. Sports department conducts annual sports day. It conducts individual and team games for the staff and students separately as a part of sports day events. The department also maintains a gym for the benefit of staff and students.

http://csibacas.org/files/maint_policy.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Placement Training	0	53	0	17
2018	TCS Training	7	0	0	0
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	3	20

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college does not have an elected Students' Union. Every department has its own association with students as office bearers. The name of each department association is given below Department Association 1. Computer Science - Inauts, 2. Catering Science - Cat a Glories, 3. Costume Design and Fashion - A la Mode, 4. Commerce - Smartcom, 5. Business Administration - BizMines, 6. Social work - Resonance, 7. Visual Communication - Eydea, 8. English - Reflections. Students' Association of the department works for the benefit of the students throughout the year and pursues several activities within and outside the college campus. Each academic year the associations are inaugurated with new office bearers such as chairman, vice chairman, secretary, joint secretary, treasurer, event co-ordinator. The duration for the office bearer is one year. The office bearers play an important role in organizing the various events during that

academic year. The student body will be guided by a staff in the department.

The association organises Fresher's day, Association activities, Interdepartmental competitions, Seminars and workshops with the help of faculty. The association motivates the students to participate in Intercollegiate competitions, outreach and extension activities. In addition to the above, the college provides a platform for the active participation of the students in various academic/administrative bodies/committees such as mess committee, hostel committee, sports association, Fine Arts association, Tamil Mandram, Drama Club, Quiz club and Rotaract club. This enables the students to enhance their leadership qualities such as planning and execution of skills, disciplinary approach and understanding the rules and regulations.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

3757

5.4.3 – Alumni contribution during the year (in Rupees) :

39365

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni meeting is organised once in a year in the month of February

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college management has a mechanism to redistribute and delegate authority and responsibility to different levels of administration. The management committee headed by the Chairman delegates all the academic and operational decisions to the Principal and the Secretary of the College. Each department acts as a sub unit with the Head of the department. The department head is given authority to plan and execute department and student centered programs and activities with approval from the Principal. The internal tests are conducted by the department itself. Various committees like disciplinary committee, anti-ragging committee, mess committee, hostel committee are formed with faculty members for smooth and efficient functioning of the college. The departments are given collective responsibilities, during college programmes such as college annual day, sports day, candle light ceremony etc. Faculty members are assigned additional responsibilities such as NSS coordinator, NCC Coordinator, IQAC coordinator, Placement Coordinator, Online course coordinator to carry out the programs efficiently. Responsibilities assigned to the department and the faculty is discussed in the HOD's meeting conducted by the Principal and communicated to the faculty members through general and department staff meetings and circulars. The Management is participative and regular meetings are convened amongst the Management members, Principal, faculty and the students in implementing the plans effectively. All the departments are requested to prepare their Annual Action Plan at the beginning of each academic year. The matters at the department level are discussed by the Head of the Department with the faculty team in consultation with the Principal. This gives the faculty members a sense of belonging and this brings out the best in them. General meetings are organized to discuss all matters of

importance and to express their suggestions. Teachers play an important role in implementing the vision and mission of the college and a proactive part in the decision-making process. Besides, teaching, teachers are members and conveners of the various committees that are instituted for the day-to-day functioning of the college. The HODs will be asked to submit their annual budget before the college annual budget is prepared. Through various committee meetings, admission criteria, various teaching learning innovations and other academic priorities are determined. Additionally, teachers discharge an energetic role as motivators and spearheads of cultural and social activities in the institution.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	? Admission of Students The admission committee is formed under the Convenorship of the Principal. The team visits schools and distributes posters and hand bills to orient about the programs offered by the college. During the month of April the applications are issued. The filled in applications are submitted by the students as soon as the 12th results are announced. The faculty of the concerned department scrutinise the application for the eligibility and an informal interview is held. If the candidate is found satisfactory, based on the rules and regulations laid by the University and the Government, the student gets enrolled into the Program. This is on the first come first serve basis since the college is a self-financing institution.
Industry Interaction / Collaboration	? Industry Interaction / Collaboration The departments get expertise from the industries during the conduct of seminars/workshops, guest lectures, advisory council meetings and as judges / chief guests for the department / college events. This helps the department to have a collaboration with the industry and know their requirements. As a part of the curriculum, students of certain departments undergo specialised in-plant training, field work and block placement in Industries and companies. The college has signed MoU with Spoken Tutorial (IIT Mumbai) for Online courses.
Human Resource Management	? Human Resource Management • To

maintain the attendance details of every employee, a bio metric machine is installed in the administrative office.

- Trainers from outside the college are invited to conduct Training programmes for the staff members.
- Orientation programmes and faculty development programs are organised at the beginning and interim periods of every academic year. This enable the faculties to update their knowledge in order to enhance teaching learning methodologies.

Library, ICT and Physical Infrastructure / Instrumentation

? Library, ICT and Physical Infrastructure / Instrumentation

Library - the library is centralised which provides adequate book / magazine references. It provides a wide range of e-resource materials from the INFLIB-NET. The college also has registered under National Digital Library (NDL) and the same facility can be used by the students and the faculty. Each department maintains a library for reference books that are needed for circulation during class hours.

Infrastructure - The college has spacious, ventilated classrooms and well maintained labs with sufficient equipment required for the practical classes. The maintenance department looks after the physical maintenance and also submits their annual budget for the same.

Research and Development

? Research and Development The college offers M. Phil and Ph. D. programmes. Necessary lab facilities and guidance are given for the research scholars. The library provides a wide range of books/magazines/other materials through INFLIB-NET and NDL. The Institution provides 50 of the registration fee with "On Duty" facility for the faculty who are participating and presenting the papers in National and International conferences/Seminars/Workshops. The faculty members and students are motivated to present and publish papers in reputed journals.

Examination and Evaluation

? Examination and Evaluation As per the guidelines of the University, two internal tests and one model exam are conducted. For the theory papers the internal and external mark ratio is 25:75 and for the practical papers it is 40:60. The test / exam answer

scripts that are evaluated by the faculty, are scrutinised by the HOD's and the same is distributed to the students. Progress reports of the internal test and model exams are sent to the parents within 15 days of the completion of the exam. The students can approach the subject teachers in case there is any doubt and initiate necessary changes, if any.

Teaching and Learning

? Teaching and Learning The University prescribed syllabus is followed and the workload is allotted to each staff based on their choice/expertise and also on rotation basis before the start of the semester. The faculty members prepare overall lesson plan for the semester and a detailed plan with teaching methodologies for the upcoming week. The lesson plan is written for two weeks ahead and it is checked and signed by the Head of the Department. After each class, the subject log is entered by the faculty and the same is verified by the Head of the department once in fifteen days. The Log book is submitted to the Principal at the end of the semester.

Curriculum Development

? Curriculum Development The college is affiliated to the Bharathiar University and hence the curriculum is framed by the board of studies. Some faculty are members in the Board of studies and any recommendations are passed through them.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	SMS system is implemented for dissemination of information regarding fees to all parents
Finance and Accounts	College accounts are maintained through Tally ERP 9. Salary of faculty members and staff is directly credited into their respective bank accounts
Student Admission and Support	Admission - Application forms can be downloaded and fees can be paid online.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
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No Data Entered/Not Applicable !!!

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• Maternity leave, Retirement Benefit Scheme, Gratuity	Maternity leave, Retirement Benefit Scheme, Gratuity	Scholarships, Group Insurance, Canteen facilities, Fee concession

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college has a well-established system to audit the financial transactions. It is done annually by a certified chartered accountant. The books of accounts and the supporting evidences are subjected to external audit. Income and expenditure accounts of the college is prepared and submitted to the trust office. Annual budget is prepared by collecting budgets of planned activities from departments, associations and committees. The external audit is conducted in compliance with statutory requirements and obligations.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	External	No	
Administrative	No		No	

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

• Lending supporting hands in college developmental activities in organising seminars • Help in arranging industrial visits • Payment of examination fee and industrial visit fee for the financially weak students • Sponsoring meritorious students

6.5.3 – Development programmes for support staff (at least three)

• Apart from salary, loans and advances are given to supporting staff at the time of their necessity • They are given uniforms at free of cost • The college provides educational assistance to the children of support staff • Gifts in kind and cash are given to the support staff at the time of festivals and teacher's day celebration

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• Research programmes in the departments of costume design and fashion, commerce and Tamil • Introduction of online courses in tie up with IIT, Mumbai • Mega Job fair • Academic audit • Participation in NIRF ranking

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	Yes
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Equity Program	25/06/2018	25/06/2018	11	33

Debate on women's participation in families	08/03/2019	08/03/2019	60	5
Drawing competition for girls on empowerment of women	08/03/2019	08/03/2019	14	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Nil

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	2
Ramp/Rails	Yes	2
Rest Rooms	Yes	1
Scribes for examination	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	28/08/2018	1	Extension Program	Drug Abuse	7
2018	1	1	07/09/2018	1	Extension Program	Environmental pollution	8
2018	1	1	10/08/2018	1	Extension Program	Ill Effects of Social Media	7
2018	1	1	31/08/2018	1	Extension Program	Cancer	7
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Academic Calender	17/06/2019	Code of conduct for the students and the parents/guardians is published in the academic calendar. Necessary follow up is done by the faculty members

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Value Education	18/06/2018	31/03/2019	1139
Independence day celebration	15/08/2018	15/08/2018	500
Republic day celebration	26/01/2019	26/01/2019	600
Womens Day celebration	08/03/2019	08/03/2019	150
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Ban of plastics inside the campus
- Providing dustbin to all class rooms
- Regular cleaning of campus
- Maintenance of trees and plants in the campus
- Rain water harvesting

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Annexure IV–Best Practice-1

1. Title of the Practice: Sending Progress report
2. Goal
 - To enable the students to get pass mark in all the subjects.
 - To motivate the students to score more than 70 percentage.
 - To monitor the performance of students after every evaluation.
 - To make aware the parents about their children performance in every evaluation.
3. The Context
 The prime aim of the educational institution is to help the student to get knowledge and training in their respective disciplines. In this heavy competitive world sound subject knowledge and efficiency will take the students to a great height. It is very essential to conduct periodical assessment for the students to improve their performance. The students will also be enabled to score marks when the evaluation is periodical. Parents of the students must be involved in every progress of the students. Both parents and the students must be aware about the progress in every step. It is very important to help the students to gain knowledge in every subject the students study.
4. The Practice
 Two internal tests are conducted in every semester. First two units will be the portion for their internal test. After the evaluation of papers concern class teacher has to send the progress report to the parents, which includes their marks, percentage of attendance and the teacher's comment on student's progress. The report should be send to the parents within 10 days after the completion of internal test.
5. Evidence of Success
 - Parents are aware about their children's performance in very assessment and also they come to know about the percentage of attendance of their wards
 - If any of the student doesn't come to college regularly or they have not written the internal test, it is communicated to their parents through the progress reports and it is easy to take necessary correction to improve the students.
 - Internal assessment system helps faculty to monitor the student constantly throughout the semester.
6. Problems Encountered and Resource Required
 - Students some time give wrong addresses so that the progress report will not reach the parents.
 - Students who are very irregular to the class and the test, are very difficult to be corrected.
 - In above cases, parents will be called to meet the class teachers along with students for further action.
7. Notes
 The prime duty of every class teacher is to conduct the internal test and send the progress report to the parents. Discuss with the weak students about their difficulties in learning and help them perform better in the next test. It is very important that parents must be informed about progress of their children after every assessment.

Annexure V–Best Practice-1I

1. Title of the Practice: Monday

Morning Assembly 2. Goal • To impart values in the young minds • To insist the students to develop discipline in their dress code and in their behavior. • To enable the student start the week by seeking the blessing of Al mighty God. • To develop pleasant mood in the morning hour by giving them positive thoughts

3. The Context Bishop Appasamy College has a strong conviction that it should start the work by seeking the presence of Almighty collectively by conducting assembly every Monday morning. The responsibility of conducting weekly assembly is given to every department on rotation. Assembly will start with the college song followed by one special song and thought for the day. Principal addresses the students about the events of the week and important announcements are given and distributes certificates and appreciates the students who win in various the inter and intra college competitions.

4. The Practice Every Monday morning students assemble in the college ground for the assembly. Each department conducts the assembly in a unique manner on their turn. Students will be highly motivated when their achievements are recognized in the assembly. It is also a motivation for the other students to participate. Students will come to know about all the events that take place in and outside the campus.

5. Evidence of success • Alumni had given the feedback that Monday assembly has created a positive impact in them. • It is a motivation for the student fraternity. • It develops an act of discipline in the overall behavior of the students. • Students come on time to attend the assembly.

6. Problems Encountered and Resources required • If any student is found misbehaving in the assembly he/she is caught and corrected. • Students who come late to the college and not attending assembly are taken to the principal madam. • Student who are not in their proper dress code will also be warned. Such students will be given special attention to be groomed in a proper way.

7. Notes Imparting the values and disciplines in the current generation of students is very important. Educational institutions have significant role in the character building of the students. Developing the student community will have direct influence on the social development.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://csibacas.org/files/bestprac_1819.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

VISION To be an International centre of excellence in character formation, intellectual growth and community development, building citizens for the Nation

MISSION The mission of Bishop Appasamy College is to be an International Centre of education for professionally needy youth, by providing professional and value based teaching and individual care, enhanced with community development by being role models of International standards. The college takes measures to see that the students are well placed in life. The institution also strives hard to fulfill its role in equipping students for their future corporate achievements. Special care is taken, to create the most conducive atmosphere for the overall development of individuals. By sending wholesome individuals strong intellectually, morally, emotionally and spiritually, the institution fulfills its responsibility to the nation. Value education classes are conducted regularly for the students to impart moral values and ethics. Students are encouraged to participate in inter collegiate competitions, seminars and workshops, paper presentations at different levels. The college with an aim of helping financially poor students, offers scholarships and arranges sponsorships. Two non-teaching staff are exclusively appointed for the community development activity - rehabilitation of women prisoners, Coimbatore prison. The college follows mentor -mentee system. Personal counselling is

given on need basis. The students facing problems, are identified and necessary care is provided. The students are given opportunities to organize outreach programs to know about their social responsibilities.

Provide the weblink of the institution

<http://www.csibacas.org>

8.Future Plans of Actions for Next Academic Year

Future Plans To conduct Student satisfaction survey, To collect admission feedback from students, To initiate Ph. D. in Computer Science and English Literature, To start BBA (CA), To start certificate courses in Multimedia and French, To revive B. Sc. Maths degree, To focus on funded projects, To motivate the faculty to complete their Ph. D. degree