

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) 2016-2017



Submitted to
National Assessment and Accreditation Council
Bengaluru



BISHOP APPASAMY COLLEGE OF ARTS & SCIENCE

Affiliated to Bharathiar University, Approved by AICTE and UGC
Accredited by NAAC, An ISO Certified Institution

129, Race Course Road
Coimbatore – 641018, Tamilnadu

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The Annual Quality Assurance Report (AQAR)

2016-2017

Part – A

1. Details of the Institution

1.1 Name of the Institution

BISHOP APPASAMY COLLEGE OF ARTS
AND SCIENCE

1.2 Address Line 1

129, RACE COURSE

Address Line 2

City/Town

COIMBATORE

State

TAMIL NADU

Pin Code

641018

Institution e-mail address

csibacas@gmail.com

Contact Nos.

0422-2222247, 2222257, 4279302

Name of the Head of the Institution:

Dr. JEMIMAH WINSTON

Tel. No. with STD Code:

0422-2222247

Mobile:

9944742429

Name of the IQAC Co-ordinator:

Mrs. J A SUBA

Mobile:

9894190089

IQAC e-mail address:

certbacas@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

TNCOGN25129

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC (SC)/20/A&A/20.1 Dt: December 16,2016

1.5 Website address:

www.csibacas.org

Web-link of the AQAR:

http://csibacas.org/AQAR2016_17.pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	2.53	2016	2021
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

20/01/2017

1.8 AQAR for the year (for example 2010-11)

2016-2017

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- AQAR _____ NA _____ (DD/MM/YYYY)4
- AQAR _____ (DD/MM/YYYY)
- AQAR _____ (DD/MM/YYYY)
- AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☒ No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☐

Grant-in-aid + Self Financing ☐ Totally Self-financing ☒

1.11 Type of Faculty/Programme

Arts ☒ Scien ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

Certificate Courses

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

BHARATHIAR UNIVERSITY,
COIMBATORE

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme

NIL

DST-FIST

NIL

UGC-Innovative PG programmes

NIL

Any other (*Specify*)

NIL

UGC-COP Programmes

NIL

2. IQAC Composition and Activities

2.1 No. of Teachers

7

2.2 No. of Administrative/Technical staff

0

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

2

2.6 No. of any other stakeholder and

1

Community representatives

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

14

2.10 No. of IQAC meetings held

1

2.11 No. of meetings with various stakeholders:

No.

Faculty

6

Non-Teaching Staff Students

2

Alumni

2

Others

2

2.12 Has IQAC received any funding from UGC during the year? Yes

No

✓

If yes, mention the amount

NA

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Feedback analysis
- Monitoring the working of tutorial system by nominating a tutorial convener for its effective functioning.
- Completion of more number of toilets and urinals for the male students in the campus
- Necessary repair works have been accomplished in the campus.
- Internet connectivity provider is switched over to ACT from the existing BSNL.
- Mobile training workshop
- IAS coaching
- ISO Surveillance audit

2.15 Plan of Action by IQAC/Outcome

After the formation of IQAC, the plan of action was formulated.

Plan of Action	Achievements
Decision to take feedback from the students	The evaluation process was performed as accordingly.
To ensure the participation and presentation of papers by faculty in as many seminars and conferences	20 faculties participated and presented papers in such events
To initiate the process for research programs in Tamil	Applied to the University and approval got to start from July 2017
To arrange for training skills	<ul style="list-style-type: none">• Mobile training workshop was organised.• IAS coaching for 38 students was conducted
To introduce Certificate Courses to the Students	Bharathiar University Certified Courses in Tally, Merchandising, Communicative English, Bakery and Confectionary were introduced

** Attach the Academic Calendar of the year as Annexure.*

2.16 Whether the AQAR was placed in statutory body

Yes

☒

No

☐

Management

☒

Syndicate

☐

Any other body

☐

Provide the details of the action taken

Submitted to the Management. The Management approved the plan of action and gave permission to implement the same

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PART – B
Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1		1	
PG	5		5	
UG	10		10	
PG Diploma	-			
Advanced Diploma	-			
Diploma	-			
Certificate	-	4	4	
Others(M.Phil)	5		5	
Total	21	4	25	

Interdisciplinary				2
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options - CBCS

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	15 (UG and PG)
Trimester	
Annual	6 (M.Phil, Ph.D)

1.3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☐ Students ☒
(On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The College is affiliated to the Bharathiar University, Coimbatore and follows the University Syllabi designed by the respective Board of Studies of the University.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NIL

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	70	43	27	-	-

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	2	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia: -dept

No. of Faculty	International level	National level	State level
Attended	13	7	
Presented	27	18	7
Resource Persons	1		

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

- Industrial Visits, field trips and educational tours are conducted to enhance learning process, some departments follow project based learning.
- Eminent faculties from other institutes and industries are invited for guest lectures.
- At regular interval students seminars are organized in each department.
- Proficiency prizes are awarded to meritorious students every year.
- Best Outgoing student Award for both UG and PG courses motivates the students to excel in their academics and extracurricular activities.

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

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

As the college is affiliated to Bharathiar University, examinations are conducted according to the University norms and procedures.

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

8

2.10 Average percentage of attendance of students

81%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc Comp.Sc	47	57	42	-	-	98
B.C.A	27	37	26	-	-	63
B.Sc Costume Design and Fashion	18	50	39	11	-	100
B.Sc Viscom	40	18	35	30	12	95
B.Sc Catering Science	24	-	42	50	8	100
BBA	38	3	53	18	13	87
B.Com	51	6	66	12	-	84
B.Com C.A	36	3	61	19	-	83
BSW	24	13	46	33	4	96
B.A English Lit	51	2	43	45	2	92
MCA	15	100	-	-	-	100
MSW	19	16	84			100
M.A English Lit	27	-	63	15	-	78
M.Com	8	-	25	75		100

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

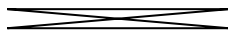
- Departmental meetings are organised regularly to ensure effective progress of syllabus completion.
- Continuous evaluation system is followed for effective progress of the students by internal tests, assignments, seminars and model exam.
- Result analysis is done for every semester and the required remedial classes are taken.
- Feedback from the students is taken and the shortcomings are analysed.
- Seminars, workshops and guest lectures are organised for the students by inviting eminent persons periodically.
- Reports on student progress in academics are sent to the parents every semester.
- Faculty are encouraged to attend seminars and workshops to have the up hand knowledge on new developments in their area of expertise.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	1
HRD programmes	-
Orientation programmes	5
Faculty exchange programme	-
Staff training conducted by the university	2
Staff training conducted by other institutions	8
Summer / Winter schools, Workshops, etc.	9
Others FDP by college	70

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	16	-	-	1
Technical Staff	7	-	-	-
Support Staff	26	-	-	6



Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Faculty members are encouraged to present papers in seminars and conferences and financial assistance is given by Management for registration.
- The department of languages is encouraged to start their M.Phil and Ph.D Programmes
- The staff who have completed their Ph.D are given an incentive.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.4 Details on research publications

	International	National	Others
Peer Review Journals	13	3	-
Non-Peer Review Journals	-	-	-
e-Journals	3	2	-
Conference proceedings	6	8	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	NIL	NIL	NIL	NIL
Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students research projects (other than compulsory by the University)	NIL	NIL	NIL	NIL
Any other(Specify)	NIL	NIL	NIL	NIL
Total	NIL	NIL	NIL	NIL

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	nil
	Granted	nil
International	Applied	nil
	Granted	nil
Commercialised	Applied	nil
	Granted	nil

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

Total	International	National	State	University	Dist	College
3				3		

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="50"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.22 No. of students participated in NCC events:

University level	<input type="text"/>	State level	<input type="text" value="23"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="7"/>
NCC	<input type="text" value="3"/>	NSS	<input type="text" value="2"/>
		Any other	<input type="text" value="-"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- The department of costume design and fashion has adopted the lepers colony and contributed to their rations.
- Department of Business Management visited the Zion Home, an orphanage home near Chinna Thadagam on 02/08/16 and distributed refreshments and stationary items. Also conducted some games for the inmates.

- Department of Business Management visited the Little Star Old Age Home for Poor near Coonoor on 13/02/17. The students shared lunch with the inmates and distributed provisions to them.
- Department of Visual Communication conducted a rally on Drug Abuse on 26/06/2016 and on Swach Bharat on 30/07/2016
- Department of Computer Science visited Cheshire Home- home for mentally disabled and conducted some games for them.
- Department of Social work, as a part of institutional social responsibility has taken the efforts to rehabilitate the women inmates at Central Prison, Coimbatore. Training on vocational skills are conducted regularly for the inmates so that they could have a livelihood after their discharge from the prison.
- As a part of Institutional Social Responsibility, the faculty of Bishop Appasamy College visited St.Joseph's Home , an orphanage at kalveerampalayam, Coimbatore on 17/12/2016 and distributed stationeries and refreshments to the children.



Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3.9 acres	-	-	3.9 acres
Class rooms	30	-	-	30
Laboratories	13	-	-	13
Seminar Halls	2	-	-	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

Campus library software OPAC Bar Coding

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14256	4697218	452	98580	14708	4795798
Reference Books	950	3600000	-	-	950	3600000
e-Books(Inflibnet)	80409	-	-	-	80409	-
Journals	20	24888	25	34888	45	59776
e-Journals(inflibnet)	3828	34500	-	-	3828	34500
Digital Database	373	-	449	-	822	-
CD & Video	830	-	-	-	830	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	172	3	BSNL	-		10	8	4
Added	2	-	ACT				2	-
Total	174	-		-	-	-	10	4

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

- Students are allowed to use computers in the Labs for preparation and presentation of papers, seminars and projects.
- Each department is provided with computer with internet facility.

4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	7 Lakhs
iii) Equipments	40,000
iv) Others	5,50,000
Total :	12,90,000

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Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Student Service Coordinator is appointed for student support services
- For effective monitoring of students, Tutor ward system is implemented and weekly meetings are conducted.
- Orientation programme for the first year UG and PG students
- Bridge course is conducted for the first year students
- Parent Teachers meetings are organised periodically.
- The students are guided to apply for Government Scholarships.
- Needy students are identified and private sponsorships and scholarships are arranged.
- Students are encouraged to participate in competitions, seminars, paper presentations organised by other Colleges and Institutions.

5.2 Efforts made by the institution for tracking the progression

- Continuous evaluation by internal tests , model exam, seminars and projects
- Academic progress and attendance of students are informed to parents.
- Remedial classes and slow learner classes are arranged

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1045	122	7	32

(b) No. of students outside the state

84

(c) No. of international students

9

Men	No	%	Women	No	%
	679	56		527	44

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
232	194	18	761	-	1205	225	177	13	791	-	1206

Demand ratio : 70%

Dropout % :0.01%

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

IAS coaching classes are organised for the students by the college with experts from Dr.Abdul Kalam IAS Academy,Coimbatore

No. of students beneficiaries

38

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- Opportunities in Financial Sector and Logistic Services for Commerce Students
- Coast Guard and Navy Placement Opportunities for NCC cadets
- Seminar on Choices in Life for Costume Design Students

No. of students benefitted

170

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	60	40	11

5.8 Details of gender sensitization programmes

- Voices of Women- a Women wing functions for creating awareness in gender sensitisation
- Every year international women's day is observed and eminent women personalities are invited
- Competitions based on gender sensitisation and women related issues and problems are conducted.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	7	1,89,800
Financial support from government(SC/ST,Minority)	70	7,69,300
Financial support from other sources	12	1,20,000
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Grievance Reported: Inadequate number of Male Restrooms

Grievance Redressed: New Block of Male restrooms was constructed.

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Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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.

6.2 Does the Institution has a management Information System

- For the successful conduct of the college, there is a network system of coordination to have an effective administration.
- Regular department meeting and staff meetings are conducted to decide on academic and administration matters.
- Software is used for accounts management and library.

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

6.3.1 Curriculum Development

The college is affiliated to Bharathiar University and follows the syllabus prescribed by the University .

6.3.2 Teaching and Learning

- Lecture method
- Usage of LCD for lectures and presentations
- Periodic visits to the industry and organisation of seminars and workshops
- Field Visits and Block placements are arranged for practical exposures in the area of Social Work
- Inplant training and project work are part of curriculum for job oriented courses.
- Faculty and students are encouraged to attend seminars and workshops conducted by other institutions.

6.3.3 Examination and Evaluation

- The college is affiliated to Bharathiar University and follows the examination scheme by the University.
- Evaluation for the end semester examinations are done by the University
- However, the college conducts two internal tests and one model exam for each semester.

6.3.4 Research and Development

- Research Programme in Tamil is initiated and the University has approved the same to be started from July 2017
- Faculty and Students are encouraged to present papers and publish them in journals.
- Faculties are motivated to register for their Ph.D

6.3.5 Library, ICT and physical infrastructure / instrumentation

- En List-Online Journal and E Resources are available for the benefit of the students and faculty.
- Campus Library Software for book transactions
- Internet Availability
- PG departments are provided with LCD facility.
- Departments have computers with internet facility
- Well equipped labs for the practical courses

6.3.6 Human Resource Management

- Training and development programs are conducted regularly for the teaching faculty and non-teaching staff
- Leave regulations are in accordance with the norms.

6.3.7 Faculty and Staff recruitment

Whenever there is a vacancy in the department, the HOD brings it to the notice of the management and it is filled in accordance to the University Norms and Regulations

6.3.8 Industry Interaction/Collaboration

- Department of Computer Science signed MoU with Prompt Infotech, Coimbatore.
- Department of English signed MoU with Lady Hawk Institute , Coimbatore
- Department of Catering Science and Hotel Management signed MOU with Be Positive Institute for Skilling, Coimbatore
- Department of BBA signed MoU with Master's Key, Coimbatore.

6.3.9 Admission of Students

The admission of the students are done in accordance with the rules and regulations of the Government and the University

6.4 Welfare schemes for

Teaching and Non Teaching	<ul style="list-style-type: none">• Provident fund and RBS (Retirement Benefit Scheme) facilities are available• Granting Christmas gift(in cash and kind) for the entire teaching and non - teaching faculty• Incentives for the completion of Ph.D/SLET/NET• To refresh and retreat, the staff members are taken out for excursions and picnics
Students	Group Insurance, Gym, Spacious canteen

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done



Yes



No

6.7 Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	ISO	Yes	Internal Faculty
Administrative	-	-	-	-

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not Applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable

6.11 Activities and support from the Alumni Association

- Alumni are invited as Resource Persons for Seminars and Workshops and Chief Guests for various occasions by the respective departments.
- Our Alumni support financially needy students by paying their fees and recruit the students for placements.

6.12 Activities and support from the Parent – Teacher Association

- Periodical Parent Teacher Meetings are organised by every department.
- In the Parent Teacher Association meetings feedbacks are received from the parents to obtain opinions about the facilities and the curriculum
- Some parents extend their financial support to the other needy students

6.13 Development programmes for support staff

- Educational assistance is given to the children of supporting staff.
- Uniforms are given to the support Staff at free of cost.
- Granting Christmas gift to the support staff.
- At times of emergency staff are given advances and loans.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- NSS Units of the College organize many programs to keep the campus green and clean
- Rain Water Harvesting



Criterion – VII

7. Innovations and Best Practices

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

- Introduction of certificate courses to the students
- Coaching for the preparation of competitive exams

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan of Action	Achievements
To prepare for the peer team visit of NAAC	NAAC first cycle accreditation successfully done with B+ grade.
To send proposal to UGC for inclusion under 12B	Proposal submitted in November 2016 and results awaiting.
To initiate the process for research programs in Tamil	Applied to the University and approval got to start from July 2017
To arrange for training skills	<ul style="list-style-type: none">• Mobile training workshop• IAS coaching for 38 students
To introduce Certificate Courses to the Students	Bharathiar University Certified Courses in Tally, Merchandising, Communicative English ,Bakery and Confectionary, were introduced
To take feedback from the students	The evaluation process was performed as accordingly.

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

- Student Service Centre
- Payment of fees in instalments for the students.

****Provide the details in annexure (annexure need to be numbered as i, ii, iii)***

7.4 Contribution to environmental awareness / protection

- Tree planting activity by NCC students
- As part of Swatch Bharat Cleaning of UKAADAM town Bus stand was done by students in collaboration with Hindustan Petroleum Corporation on 23rd June 2016

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

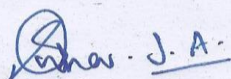
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- Every year our students secure University ranks in the University examinations conducted by the Bharathiar University, Coimbatore. This academic year also we have got 8 university Ranks including 3Gold medals.
- Our staff member Mr.Sudhakar, is Promoted as the Captain after the successful completion of military training on 7th July 2016 at officers training academy Nagpur,

~~XXXXXXXXXX~~

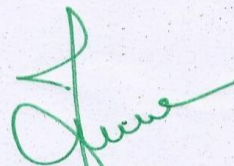
8. Plans of institution for next year

- To introduce online courses for students
- Establishment of new lab facilities and classrooms.
- To apply for Ph.D programme in Commerce and Costume Design and Fashion
- To introduce value education classes
- To apply for NIRF ranking
- To apply for funded research projects



Signature of the Coordinator, IQAC

Name : **Mrs.J A SUBA**



Signature of the Chairperson, IQAC

PRINCIPAL
BISHOP APPASAMY COLLEGE
OF ARTS & SCIENCE
COIMBATORE - 641 018

Name : **Dr.JEMIMAH WINSTON**



Annexure i

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure ii

Academic Calendar

The Lord will bless his people with peace. (Psalms 29:11)

THE CALENDER FOR THE YEAR 2016 - 2017

JUNE 2016

Date	Day	Day Order	Activity	No. of Working Days
1	Wed			
2	Thurs			
3	Fri			
4	Sat		Holiday	
5	Sun		Holiday	
6	Mon			
7	Tue			
8	Wed			
9	Thurs			
10	Fri			
11	Sat		Holiday	
12	Sun		Holiday	
13	Mon			
14	Tue			
15	Wed			
16	Thurs	I	College Reopens	1
17	Fri	II		2
18	Sat		Holiday	
19	Sun		Holiday	
20	Mon	III	Assembly Choir- Computer Science	3
21	Tue	IV		4
22	Wed	V		5
23	Thurs	VI		6
24	Fri	I		7
25	Sat		Holiday	
26	Sun		Holiday	
27	Mon	II	Assembly Choir- CDF	8
28	Tue	III		9
29	Wed	IV		10
30	Thurs	V		11

22

Be still, and know that I am God. (Psalms 46:10)

THE CALENDER FOR THE YEAR 2016 - 2017

JULY 2016

Date	Day	Day Order	Activity	No. of Working Days
1	Fri	VI		12
2	Sat		Holiday	
3	Sun		Holiday	
4	Mon	I	Assembly Choir- CS & HM	13
5	Tue	II		14
6	Wed	III		15
7	Thurs		Holiday - Ramzan Id / Eid-ul-Fitar	
8	Fri	IV		16
9	Sat		Holiday	
10	Sun		Holiday	
11	Mon	V	Assembly Choir- Commerce	17
12	Tue	VI		18
13	Wed	I		19
14	Thurs	II		20
15	Fri	III		21
16	Sat		Holiday	
17	Sun		Holiday	
18	Mon	IV	Assembly Choir- BBA	22
19	Tue	V		23
20	Wed	VI		24
21	Thurs	I		25
22	Fri	II		26
23	Sat		Holiday	
24	Sun		Holiday	
25	Mon	III	Assembly Choir- Vis Com	27
26	Tue	IV		28
27	Wed	V		29
28	Thurs	VI		30
29	Fri	I		31
30	Sat		Holiday	
31	Sun		Holiday	

Schedule for the Month :

1. 1st year orientation Programme | 2. Welcome Party | 3. Inaugural of the Association

THE CALENDER FOR THE YEAR 2016 - 2017

AUGUST 2016

Date	Day	Day Order	Activity	No. of Working Days
1	Mon	II	Assembly Choir- Social Work	32
2	Tue	III		33
3	Wed	IV		34
4	Thurs	V		35
5	Fri	VI		36
6	Sat		Holiday	
7	Sun		Holiday	
8	Mon	I	1st Internals, Assembly Choir-English	37
9	Tue	II		38
10	Wed	III		39
11	Thurs	IV		40
12	Fri	V		41
13	Sat		Holiday	
14	Sun		Holiday	
15	Mon		Holiday -Independence Day	
16	Tue	VI		42
17	Wed	I		43
18	Thurs	II		44
19	Fri	III		45
20	Sat		Holiday	
21	Sun		Holiday	
22	Mon	IV	Assembly Choir- Computer Science	46
23	Tue	V		47
24	Wed	VI		48
25	Thurs		Holiday -Krishna Jayanthi	
26	Fri	I		49
27	Sat		Holiday	
28	Sun		Holiday	
29	Mon	II	Assembly Choir- CDF	50
30	Tue	III		51
31	Wed	IV		52

Schedule for the Month :
Industrial Visits

(24)

THE CALENDER FOR THE YEAR 2016 - 2017

SEPTEMBER 2016

Date	Day	Day Order	Activity	No. of Working Days
1	Thurs	V		53
2	Fri	VI		54
3	Sat		Holiday	
4	Sun		Holiday	
5	Mon		Ganesh Chaturthi, Teachers Day	
6	Tue	I		55
7	Wed	II		56
8	Thurs	III		57
9	Fri	IV		58
10	Sat		Holiday	
11	Sun		Holiday	
12	Mon	V	Assembly Choir- CS & HM	59
13	Tue		Holiday -Bakrid	
14	Wed		Holiday -Onam	
15	Thurs	VI		60
16	Fri	I		61
17	Sat		Holiday	
18	Sun		Holiday	
19	Mon	II	IInd Internals, Assembly Choir- BBA	62
20	Tue	III		63
21	Wed	IV		64
22	Thurs	V		65
23	Fri	VI		66
24	Sat		Holiday	
25	Sun		Holiday	
26	Mon	I	Assembly Choir- Vis Com	67
27	Tue	II	CSI DAY	68
28	Wed	III		69
29	Thurs	IV		70
30	Fri	V		71

Schedule for the Month :
Industrial Visits

(25)

THE CALENDER FOR THE YEAR 2016 - 2017

OCTOBER 2016

Date	Day	Day Order	Activity	No. of Working Days
1	Sat		Holiday	
2	Sun		Holiday - Mahatma Gandhi Jayanti	
3	Mon	VI	Assembly Choir- Social Work	72
4	Tue	I		73
5	Wed	II		74
6	Thurs	III		75
7	Fri	IV		76
8	Sat		Holiday	
9	Sun		Holiday	
10	Mon		Holiday - AYUDHA POOJAI	
11	Tue		Holiday - VIJAYADASAMI	
12	Wed		Holiday - MOHARAM	
13	Thurs	V		77
14	Fri	VI		78
15	Sat		Holiday	
16	Sun		Holiday	
17	Mon	I	Assembly Choir- Commerce	79
18	Tue	II		80
19	Wed	III		81
20	Thurs	IV		82
21	Fri	V		83
22	Sat		Holiday	
23	Sun		Holiday	
24	Mon	VI	Assembly Choir- English	84
25	Tue	I		85
26	Wed	II		86
27	Thurs	III		87
28	Fri	IV		88
29	Sat		Holiday - Diwali	
30	Sun		Holiday	
31	Mon	V	Assembly Choir- Computer Science	89

Schedule for the Month : Model Examinations, University Practical Examinations.

THE CALENDER FOR THE YEAR 2016 - 2017

NOVEMBER 2016

Date	Day	Day Order	Activity	No. of Working Days
1	Tue	VI		90
2	Wed	I		91
3	Thurs	II		92
4	Fri	III		93
5	Sat		Holiday	
6	Sun		Holiday	
7	Mon			
8	Tue			
9	Wed			
10	Thurs			
11	Fri			
12	Sat		Holiday	
13	Sun		Holiday	
14	Mon			
15	Tue			
16	Wed			
17	Thurs			
18	Fri			
19	Sat		Holiday	
20	Sun		Holiday	
21	Mon			
22	Tue			
23	Wed			
24	Thurs			
25	Fri			
26	Sat		Holiday	
27	Sun		Holiday	
28	Mon	I	College - Reopens	1
29	Tue	II		2
30	Wed	III		3

Schedule for the Month : University Examinations.

27

The Lord shall preserve thee from all evil. (Psalms 121:7)

THE CALENDER FOR THE YEAR 2016 - 2017

DECEMBER 2016

Date	Day	Day Order	Activity	No. of Working Days
1	Thurs	IV		4
2	Fri	V		5
3	Sat	VI		6
4	Sun		Holiday	
5	Mon	I	Assembly Choir- CDF	7
6	Tue	II		8
7	Wed	III		9
8	Thurs	IV		10
9	Fri	V		11
10	Sat		Holiday	
11	Sun		Holiday	
12	Mon		Holiday - Milad un-Nabi / Id-e-Milad	
13	Tue	VI		12
14	Wed	I		13
15	Thurs	II		14
16	Fri	III		15
17	Sat	IV		16
18	Sun		Holiday	
19	Mon	V	Assembly Choir- CS & HM	17
20	Tue	VI		18
21	Wed	I		19
22	Thurs	II		20
23	Fri			
24	Sat		Holiday	
25	Sun		Holiday - Christmas	
26	Mon			
27	Tue			
28	Wed			
29	Thurs			
30	Fri			
31	Sat		Holiday	

Schedule for the Month :
Christmas Programme.

28

I will strengthen thee; yea, I will help thee. (Isa 41:10)

THE CALENDER FOR THE YEAR 2016 - 2017

JANUARY 2017

Date	Day	Day Order	Activity	No. of Working Days
1	Sun		Holiday	
2	Mon			
3	Tue			
4	Wed	III	College - Reopens, Assembly Choir-Commerce	21
5	Thurs	IV		22
6	Fri	V		23
7	Sat	VI		24
8	Sun		Holiday	
9	Mon	I	Assembly Choir- BBA	25
10	Tue	II		26
11	Wed	III		27
12	Thurs	IV		28
13	Fri	V		29
14	Sat		Holiday - Pongal	
15	Sun		Holiday	
16	Mon		Holiday - Uzhavar Tirunal	
17	Tue	VI		30
18	Wed	I	1st INTERNALS	31
19	Thurs	II		32
20	Fri	III		33
21	Sat	IV		34
22	Sun		Holiday	
23	Mon	V	Assembly Choir- VisCom	35
24	Tue	VI		36
25	Wed	I		37
26	Thurs		Holiday - Republic Day	
27	Fri	II		38
28	Sat	III		39
29	Sun		Holiday	
30	Mon	IV	Assembly Choir- Social Work	40
31	Tue	V		41

Schedule for the Month :
Pongal Festival.

29

THE CALENDER FOR THE YEAR 2016 - 2017

FEBRUARY 2017

Date	Day	Day Order	Activity	No. of Working Days
1	Wed	VI		42
2	Thurs	I		43
3	Fri	II		44
4	Sat	III		45
5	Sun		Holiday	
6	Mon	IV	Assembly Choir- English	46
7	Tue	V		47
8	Wed	VI		48
9	Thurs	I		49
10	Fri	II		50
11	Sat		Holiday	
12	Sun		Holiday	
13	Mon	III	Assembly Choir- Computer Science	51
14	Tue	IV		52
15	Wed	V		53
16	Thurs	VI		54
17	Fri	I		55
18	Sat	II		56
19	Sun		Holiday	
20	Mon	III	Assembly Choir- CDF	57
21	Tue	IV		58
22	Wed	V		59
23	Thurs	VI		60
24	Fri	I		61
25	Sat	II		62
26	Sun		Holiday	
27	Mon	III	Assembly Choir- Commerce	63
28	Tue	IV		64

Schedule for the Month : Sports Day

30

THE CALENDER FOR THE YEAR 2016 - 2017

MARCH 2017

Date	Day	Day Order	Activity	No. of Working Days
1	Wed	V		65
2	Thurs	VI		66
3	Fri	I		67
4	Sat	II		68
5	Sun		Holiday	
6	Mon	III	Assembly Choir- CS & HM	69
7	Tue	IV		70
8	Wed	V		71
9	Thurs	VI		72
10	Fri	I		73
11	Sat		Holiday	
12	Sun		Holiday	
13	Mon	II	Assembly Choir- BBA	74
14	Tue	III		75
15	Wed	IV		76
16	Thurs	V		77
17	Fri	VI		78
18	Sat	I		79
19	Sun		Holiday	
20	Mon	II	Assembly Choir- VisCom	80
21	Tue	III		81
22	Wed	IV		82
23	Thurs	V		83
24	Fri	VI		84
25	Sat	I		85
26	Sun		Holiday	
27	Mon	II	Assembly Choir- Social Work	86
28	Tue	III		87
29	Wed	IV		88
30	Thurs	V		89
31	Fri	VI		90

Schedule for the Month : 1. Association Valedictory | 2. Annual Day, | 3. Farewell, 4. Model Examinations, and University Practical Examinations.

THE CALENDER FOR THE YEAR 2016 - 2017

APRIL 2017

Date	Day	Day Order	Activity	No. of Working Days
1	Sat	I		91
2	Sun		Holiday	
3	Mon	II		92
4	Tue	III		93
5	Wed	IV		94
6	Thurs	V		95
7	Fri			
8	Sat		Holiday	
9	Sun		Holiday- Mahavir Jayanti	
10	Mon			
11	Tue			
12	Wed			
13	Thurs			
14	Fri		Holiday - Good Friday, Tamil New Year	
15	Sat		Holiday	
16	Sun		Holiday - Easter	
17	Mon			
18	Tue			
19	Wed			
20	Thurs			
21	Fri			
22	Sat			
23	Sun		Holiday	
24	Mon			
25	Tue			
26	Wed			
27	Thurs			
28	Fri			
29	Sat			
30	Sun		Holiday	

Schedule for the Month: 1. Candle Light Service, | 2. University Examinations.

Note :

[illegible]

32

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Annexure iii

Feed Back Analysis

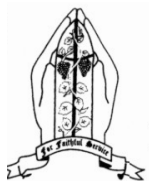
Student Feedback on Teaching Faculty is taken once in a year. Students are asked to grade the teaching faculty on the said attributes on a 4 point scale. The feedback received is assessed and analysed for further actions. The Principal discusses the outcome of the analysis with the concerned faculty and the HoDs. Efforts are taken for improvements. Appreciations are also given to the teachers who earn good grades.

Analysis of feedback for the year 2016 -2017, revealed that

- The college has well experienced faculty with a good knowledge base.
- Few faculty lack good communication skills and are unable to deliver the content clearly.
- Suggestions were given to faculty to conduct more quiz programs and assign projects to evaluate student's understanding.

Feed Back from Parents:

- The involvement of students in organising and participating in Outreach programmes were appreciated.
- Parents suggested to conduct more number of placement training programmes.
- Parents praised the faculty for their extended support to the students through informal counselling practises and also helping the financially weak students to complete their course by arranging for sponsors.
- Parents appreciated the efforts taken by the faculty members in going an extra mile to teach the weaker students by taking remedial classes.



Student Feedback Form - Format

BISHOP APPASAMY COLLEGE OF ARTS AND SCIENCE

129, RACE COURSE, COIMBATORE – 18

Student Feedback on Teaching Faculty

Department: -----

Semester/Year: -----

Please rate the teaching faculty on the following attributes using the 4- point scale shown below:

4.00 3.00 2.00 1.50 0.0



Very Good

Good

Satisfactory

Unsatisfactory

Name of the Faculty: -----

S.No	Parameters	A Very Good	B Good	C Satisfactory	D Unsatisfactory
1	Knowledge base of the faculty(as perceived by you)				
2	Communication skills (in terms of articulation and comprehensibility)				
3	Sincerity/Commitment of the faculty)				
4	Interest generated by the faculty				
5	Ability to integrate course material with environment/other issues to provide a broader perspective				
6	Ability to integrate content with other courses				
7	Accessibility of the faculty in and out of the class(includes availability of the faculty to motivate further study and discussion outside class)				
8	Ability to design quizzes/tests/assignments/examinations and projects to evaluate students understanding of the course				
9	Provision of sufficient time for feedback				
10	Overall Rating				

Annexure iv

Best Practice-I

1. Title of the Practice: STUDENTS SERVICE CENTRE.

2. Goal

- To help the students to channelize their capabilities
- To identify the financially needy students and arrange for sponsorships and scholarships.
- To sharpen the students skills and abilities
- To train the students to enhance their adaptability to the industry needs

3. The Context

Bishop Appasamy College of Arts & Science has exclusively established a Service Centre to meet the needs of the students. The Management has appointed a teaching staff to help the students throughout the day to fulfil their requirements and enable them to improve their quality. The Students' Service Centre strongly believes that each student is a treasure entrusted to their care. It is the duty of the professor in charge of the Service Centre to cherish, enrich and make them better, stronger and tougher before they leave the portals of this institution. Almost all the students in the college are familiar with the Students Service Centre and utilize the service of the coordinator of the Service Centre. She has got a rich experience in guiding the student in counselling, placement and personality development.

4. The Practice

A full time coordinator is in charge of the Students Service Centre. The coordinator takes personal interest with the students and counsels them personally with enduring attitude. The coordinator handles the students by identifying their inherent skills and helps them to tap career options available to them. The students service centre organises on campus and off campus programmes for placements by establishing contacts with big corporate companies and find suitable jobs for the students. The student service centre also identifies financially needy students and arrange for their sponsorships and scholarships.

5. Evidence of Success

- Students improve their communication skills, logical skills and face the world with self confidence
- Students are made to know the wide spread job opportunities in their field of expertise

- Part-time job opportunities made known the SSC help the students to pay their fees.
- Students apply for scholarships and the fee burden of the students are decreased.

6. Problems Encountered and Resources Required

- The poor and downtrodden students do not have the basic knowledge of employment and other opportunities.
- Sometimes it is difficult to get sponsorships to help the needy students. But to some extent the management is helpful in contributing funds to the eligible students for their better future.
- Lack of Cooperation from students
- Identifying sponsors for the needy students

7. Notes

Keeping in mind the value of education, the management has taken all efforts to appoint a coordinator exclusively for this purpose. The coordinator is cordial and kind to students in dealing with them properly. The students never hesitate to approach her for any help regarding counselling, placements, scholarships and concessions.

8. Contact Details

Name of the Principal: Dr.Jemimah Winston
 Name of the Institution: Bishop Appasamy College of Arts &Science
 City: Coimbatore
 Pin Code : 641018
 Accredited Status: I Cycle B+ Grade
 WorkPhone : 0422 – 2221840
 Website : www.csibacas.org
 E-mail : csibacas@gmail.com
 Mobile : 9944742429

Annexure v

Best Practice-II

1. Title of the Practice: PAYMENT OF FEES IN INSTALLMENTS

2. Goal

- To encourage the financially weak students to pursue their studies.
- To ease the payment of fees
- To reduce the dropout rate of financially weak students

3. The Context

Bishop Appasamy College of Arts and Science aims to adopt a holistic approach to education based on Christian principles of service to the people. Initially the present college area was in the hands of Christian Missionaries who were running a free hostel to the poor and down trodden children. The college takes great pride in being able to provide all possible opportunities for the students. In pace with the above the college today has introduced the system of payment of fees in instalments.

4. The Practice

In accordance with the payment of fees in instalments, the fees for the whole year are divided into four instalments. This instalment is spread to ease the payment of fees. The payment of fees in instalments is made known to the students at the start of the year via circulars and announcements in the assembly. This practice is also informed to the parents through notifications. Regular follow up and reminder for the payment of fees is also made. This practice helps the students and their parents to plan their fees payment accordingly.

5. Evidence of Success

- The financial burden of payments in lumpsum is reduced for parents and students.
- The dropout rate of financially weak students came down.
- The collection of fees is regularised.

6. Problems Encountered and Resources Required

- Skipping of fee instalments was found in some students due to the new practice.
- Financial burden on the management.
- Regular notifications are to be issued to the parents and the students
- Additional work burden for the accounts department.

7. Notes

To help the needy and the downtrodden, pursue their studies Bishop Appasamy college of Arts and Science has taken all efforts to introduce this practice of payment of fees in instalments. This has enabled the parents and the students to plan their financial commitment of fees payment.

8. Contact Details

Name of the Principal: Dr.Jemimah Winston
Name of the Institution: Bishop Appasamy College of Arts &Science
City : Coimbatore
PinCode : 641018
Accredited Status : I Cycle B+ Grade
WorkPhone : 0422 – 2221840
Website : www.csibacas.org
E-mail : csibacas@gmail.com
Mobile : 9944742429

