



YEARLY STATUS REPORT - 2020-2021

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 its own campus?	Yes
• Phone no./Alternate phone no.	04222221840
• Mobile no	9944742429
• Registered e-mail	csibacas@gmail.com
• Alternate e-mail	certbacas@gmail.com
• Address	129, Race Course
• City/Town	Coimbatore
• State/UT	Tamilnadu
• Pin Code	641018
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Self-financing				
• Name of the Affiliating University	Bharathiar University				
• Name of the IQAC Coordinator	SUBA J A				
• Phone No.	04222221840				
• Alternate phone No.	04222222247				
• Mobile	9894190089				
• IQAC e-mail address	certbacas@gmail.com				
• Alternate Email address	jasuba75@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	http://csibacas.org/files/AQAR19_20.pdf				
4.Whether Academic Calendar prepared during the year?	No				
• if yes, whether it is uploaded in the Institutional website Web link:					
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.53	2016	16/12/2016	15/12/2021
6.Date of Establishment of IQAC			20/01/2017		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
nil	nil	nil	nil	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	1	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
• Submission of Annual Quality Assurance Report (AQAR) to NAAC		
• Conduct of Academic Audit		
• Collection, analysis of Feedback from students for academic improvement		
• Facilitated the transition from classroom to online classes		
• Organized training to prepare teachers to conduct online classes		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
To encourage each department to conduct Workshops Seminars for Students, Faculty members	Due to pandemic, the seminars and workshops were conducted online	
To conduct Add on Course	Management Development Skills - Add on Course was conducted	
To conduct an International FDP	Due to pandemic, International FDP on	
13.Whether the AQAR was placed before statutory body?	No	
<ul style="list-style-type: none"> Name of the statutory body 		

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	05/02/2021

15. Multidisciplinary / interdisciplinary

16. Academic bank of credits (ABC):

17. Skill development:

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):

20. Distance education/online education:

Extended Profile

1. Programme

1.1 591

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2. Student

2.1

1297

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

204

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3

469

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

81

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2

81

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1	591
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1297
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	204
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	469
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	81
Number of full time teachers during the year	

File Description	Documents
Data Template	No File Uploaded

3.2	81
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	43
Total number of Classrooms and Seminar halls	
4.2	Rs 63.73 lakhs
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	130
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college offers UG, PG degree and research programs affiliated to the Bharathiar University and follow the curriculum designed by the University. The process involved in curriculum delivery is online classes, teaching, learning, Career Growth advice, guidance, Live interaction, participative and collaborative learning. The institution follows specific timetable with 5 days order for the effective delivery and transaction of the curriculum. An academic calendar is prepared every year and distributed to the students and the faculty to plan their activities. All the Departments prepare action plan for every year and they adhere to it. The activities enhance and supplement the syllabus plan. Each staff member plans their overall lesson plan for the entire semester and the same is written in the online 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 Google Meet, Google Classroom, lecture methods, chalk and board methods, Case Studies, discussions, power point presentations and puzzles. Apart from teaching, the Institution takes many steps for improving the skills of the students' knowledge through Induction Programs, Organizing Workshops, Seminars, Orientation, Assignments, Mock Interviews, 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 the Development and suggest the means for overcoming hurdles, if any and plan to reach optimum output. Assessment processes are aligned with the curriculum and are designed to clarify intense learning.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Normally the academic calendar is prepared for the activities of the College/Department, in the beginning of the academic year in adherence with the Bharathiar University and issued to all the students, teaching and non-teaching staff. Academic and Extracurricular activities are well planned and scheduled month wise. The academic calendar contains the schedule for all examinations.

Due to pandemic situation, academic calendar for the year 2020-2021 was not prepared in advance as the schedule was unpredictable. However the departments prepared their schedule internally and adhered to it.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

18

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

25

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The Foundation course offered in the First Semester by the institution integrates issues related to environment which covers topics like global warming, environmental policy, and environmental protection. The Foundation Course offered during the second semester has topics related to Human rights issues aimed at promoting gender equality and focus on women empowerment. A paper on Women's rights is taught in the third semester where they learn about women empowerment. Since, one of the objectives of the institution is to focus on women education, integrating gender issues in the curriculum has been its top priority. Issues related with environment and environmental sustainability are manifestly integrated into the curriculum. focusing mainly on the topics environment protection Act, disaster management, enforcement of environmental legislation, development of the mechanism to control and measures of water pollution, solid waste management, and so on. To put this into practice the college makes the campus green by continuous plantations, waste management, and so on; the students witness the hands on experiences in environment conservation practices and understand sustainability efforts. Institution organizes Gender sensitization program in the beginning of the year for every first year, which aimed at

promoting and sensitizing gender equality among students. Ethical practices such as Value education are integrated as part of the curriculum which teaches human values. Institution organizes placement activities including training, development of students, aptitude test etc. on a regular basis as per the requirements of industry and also encourage students to participate in the free coaching conducted by TCS for placement training.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

16

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

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

363

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

407

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

410

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Institution has regular assessing and continuous monitoring system for the students through their classroom performance and internal examinations. Slow learners and advance learners are identified based on their performance. Special attention is given to advanced learners and they are motivated to aim for University ranks. Advanced learners are encouraged to participate in seminars, workshops, conferences and to publish research articles in reputed journals. Participation of students in the in-house competitions such as Debate, Group discussion, Problem Solving, Decision Making Exercises and Quiz Programmes are also encouraged. Group Study System is also encouraged with the help of the advanced learners. Remedial Classes are conducted with an aim to improve the academic performance of the slow learners, absentees and students who participate in sports and other activities. This practice helps the struggling learners to improve subject knowledge and helps them catch up into their peers. Departments draw up the schedule for organising remedial classes for slow learners. This exercise is done in a discreet manner and slow learners are encouraged to recognize their shortcomings and register on their own without compulsion. Teachers are able to give one to one attention in remedial classes and focus on individual problems in a better manner when compared to a regular classroom.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
1297	81

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The institution encourages student involvement as a part of participative learning and problem solving methodology. Role Plays, Team works, Debates, Seminar Quizzes, Specifically Students centric Teaching Methods are reflected in project work, Field Visit, Industrial visit & guest lectures. Specifically the students centric methodology include

1. Project work Project work is organized in two phases 1) Internship and 2) Major Projects. This is an essential element of each programme as part of the university curriculum.

2 Participation in competition at various levels: For Real time exposure students are encouraged to participate at inter departmental, inter collegiate, state level, National and International Level competitions

3 Industry Visits: Faculty identifies and proposes Academically significant industry visits and Surveys

4 Guest Lecture: Guest lecture by eminent experts from industry and academicians are organised to supplement the teaching process and provide experiential learning.

5. Team work: All Departments organize students activities to promote the spirit of Team work.

6. Debates: Debates are followed in many of the subjects where students are required to come with different opinions, thought processes thus the learning process gets justified in the argumental way of learning.

7. Group work: Practicals and workshops in all individual and group work under the guidance of teachers are also conducted.

8 Research Activities: Research activities are conducted in each Department under the guidance of faculty where the students of final semester get knowledge about emerging area and help them to promote in Research aptitude.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

The classes were held online due to the pandemic. Faculty members used google classroom, google meet for conducting regular online classes. Whatsapp groups were created for all the classes and the links of daily classes and other details were sent in the group. In addition students were given additional inputs through Youtube videos. Excel sheets and PPTs were used during classes for teaching and course materials were uploaded in the google classrooms for all papers. Faculties prepare online quiz for students after the completion of each unit with the help of Google Forms. Internal and Model examinations were conducted online where question papers were posted by staff and answer sheets were uploaded by students in Google classrooms created by respective subject teachers. Seminars and conferences where guest lectures, expert talks were conducted online to promote effective learning skills among students. Various technical events and management events such as Poster making, Ad-mad show, Project presentations, Business quiz, Debates, paper presentations etc. were organized with the help of various Information Communication Tools.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

77

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

81

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

19

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

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

2.4.3.1 - Total experience of full-time teachers

958

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

To have Continuous evaluation of academic performance of the students, two internal tests are conducted every semester and the best of those two is considered for calculation. Model exam is conducted towards the end of the semester before University semester exam. The internal calculation, as specified by the University is followed by the department. Dates of examinations and the syllabus are informed to the students earlier. Due to the pandemic, question papers were posted and students uploaded their answer scripts in google class room created by respective subject staff. Internal and model examination answer sheets are evaluated online by the staff in charge and marks are returned to the students through Google classroom. The internal test marks are checked by the HOD randomly. Retest is conducted to failures and absentees to improvise their marks. Internal examination marks, Assignment marks, Seminar marks and Model examination Marks are all recorded by the staff in their log book to monitor the

performance of students. The end examination for the laboratory and projects shall be conducted with internal and external examiner appointed from the other colleges as decided by the University. For lab courses, the marks/grade scored by the student for each experiment is indicated in the observation/record. The independent learning, practical approach to the real-time applications is tested by viva voce for laboratory courses

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

A transparent, time-bound and efficient method is being followed in terms of dealing with internal examination. Two internal examinations are being performed throughout the semester. They are- Internal test1, Internal test2, assignments, lab continuous evaluation, project evaluations, etc. At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester. The internal assessment test schedules are prepared as per the university and communicated to the students well in advance. Evaluation is done by the course handling faculty member within five days from the date of examination. The corrected answer scripts are verified by HOD at random to ensure the standard in evaluation process. The corrected answer papers of the students are distributed to them for verification and faculty undertakes individual grievances with a student on the paper if required by the student. Grievances if any can will be addressed by the staff-in-charge, if not sorted out, the same shall be taken up by the class teacher to the HOD. Unsolved issues will be sorted by the Principal. The evaluated assignments are given back to students thus maintaining the transparency of the marks assigned.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The College affiliated to Bharathair University , follows the syllabus framed by the University. The Pos and Cos framed by the University is given in the prescribed syllabus of the program and the courses. The syllabus copies are given to the student to know about their respective Pos and Cos . The Pos are clearly explained during the oreintation program for the freshers. The Cos are discussed in the classes during the course hours at the start of the course and at the end of thecourse. The Pos and Cos are also displayed in the website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classroom. To evaluate PO's and CO's of each course, tests are conducted at regular intervals. Case studies and assignments on different subjects are given to students. Students are encouraged to take seminars on the given topic to know their understanding. Group Discussions and Debates are conducted to assess the communicative competence of students. The institution follows academic calendar of Bharathiar University. Each subject teacher maintains logbook to know the progression of learning of students through latter's internal and model exam marks, preparation of assignments and seminars taken. IQAC takes review of the Students' Progression to Higher Studies and their Placement.

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

2.6.3 - Pass percentage of Students during the year**2.6.3.1 - Total number of final year students who passed the university examination during the year****430**

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

2.7 - Student Satisfaction Survey**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**[not conducted](#)**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****nil**

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

3.1.2.1 - Number of teachers recognized as research guides

11

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

0

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

3.2 - Innovation Ecosystem

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

Our Institution provides healthy atmosphere, infrastructure, resources, confidence for enhancement of the capacity and competencies of students and teachers in research and innovative activities. All innovative and extension activities are student centric. Various activities are conducted to nurture and nourish youth's minds. These activities help students to understand the various problems faced by the society. It enables them to find out solutions on them. In the institution there is N.S.S., Sports, NCC and Departmental Association through which students and faculty members are encouraged to undertake innovative activities which are helpful for creation and transfer of knowledge. Activities conducted by these are helpful to develop leadership qualities, various skills, planning, budgeting, marketing and organizing. N.S.S. conducted various activities in innovative ways

,tree plantation,, awareness programmes about cleanliness construction of toilets ,All these activities are with the help of society.

Various competitions essay writing, debating ,elocution, booktalk are organized to bring out the hidden potentials of students. Eminent personalities who have significantly contributed in research, social activities, industries, are invited as resource persons. These persons are mentors to our students. Our Principal and faculty members are research guides. They encourage students and teachers to undertake research activities. It is usual practice of the institution to allow admissible leave facilities to attend seminars workshops training programmes etc. Adequate provision is made for library to procure books and journals e-journals references. Library is equipped with modern technologies. This is helpful for creation and transfer of knowledge.

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

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

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

2

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

26

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

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

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

15

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

1

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

The college organizes a number of extension activities to promote institute-neighborhoodcommunity to sensitize the students towards community needs. The students of our college activelyparticipate

in social service activities leading to their overall development. The college runseffectively National Service Scheme and National Cadet Corps Units. Through these units, the collegeundertakes various extension activities in the neighbourhood community.

NSS organizes a residential seven day camp in nearby adopted village and several activities werecarried out by NSS volunteers addressing social issues which include cleanliness , tree plantation,water conservation Women empowerment, National Integrity, Aids awareness, Blood donationcamp, Health check up camp.

The NCC unit of the college it aims at developing qualities ofleadership, patriotism, maintaining discipline, character building, spirit of adventure and the ideal of

self service.The NCC unit of the college organizes various extension activities such as tree plantation, Road safetyawareness etc.,Other than NSS and NCC units, the various departments of the college is conscious about itsresponsibilities for shaping students into responsible citizens of the country by making studentsaware of social issues through various programmes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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

5

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

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

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

156

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

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

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Bishop Appasamy college of arts and science campus has 3.9 acres with a built up area of 9073 sq.mts. The college has sufficient physical facilities to conduct all the programmes successfully and

smoothly.

Buildings and Classrooms:

There are two blocks of buildings- one main building with three floors apart from ground floor, one separate building for MCA alone. The departments of Visual Communication, Catering Science and Hotel Management, Computer Science, Costume Design and Fashion have separate labs for their purposes. The department of MCA has a separate lab for computers. All the faculty and Students are allowed to utilize the computers throughout the day.

Seminar Halls:

There is a seminar hall in MCA block which can accommodate 150 people

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

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

The Management is interested in improving the mental and physical health of the students. The physical director is responsible to conduct intra mural and inter collegiate tournaments in the college. He also accomplishes the students who participate in games and sports conducted by the University outside the college. There are two grounds provided for both boys and girls to play their games and sports. The boys play football, cricket, ball badminton. Badminton, kubbadi, volley ball and basket ball. The girls play kho kho, kabbadi, hand ball, throw ball and tennikoit. There are also facilities for indoor games like chess and carom. The faculty members also use the play grounds to maintain their health.

- A cultural committee led by a senior faculty looks after the needs and amenities of the Students.
- To inculcate the cultural and traditional values amongst the students the events such as traditional days, Inter College cultural Events/Competition are organized.
- Cultural Activities: The cultural committee looks after all

cultural events. Committee organizes a No. of activities and competitions during the academic year.

- Cultural events are conducted by committee at college level and prize winners are awarded Prizes on Annual Day. These students are given chance to participate in district level competitions. The students show their enthusiasm by their participation.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

1

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

nil

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The college uses ILMS software- Campus i Library. version 6.1.9
The Library is partially automated from the year 2007.

Campes library software is used to maintain library records. It tracks the records of the number of books in the library, issues, returns and renewals with late fine charges if any. Provides functionalities like acquisition, cataloguing, and serial control in the library.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

Rs 91820

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

90

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

- Continuous up gradation of technology and the infrastructure is one of the quality policies of the institution.
- The institution provides IT enabled teaching-learning environment in the campus round the clock. Broad Band web connectivity is in place to cater to all students and staff through Wi Fi and physical connectivity.
- We have Wi Fi facility for office, departments, library and labs. However since June 2016 Wi Fi facility has spread throughout the campus with a speed of 70mbps.. Since the inception of the college
- We have TFT Monitors, LED Monitors with Intel i3 (Processor) RAM 2GB, with the facility of internets, with Broad Band with speed of 100 mbps.
- However at present we have upgraded with LED Monitors with

i5 (Processor) RAM 2GB and using internet Broad Band with 100 mbps speed.

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

4.3.2 - Number of Computers

130

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

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

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

57.7

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The college has a maintenance department with a campus in-charge and maintenance supervisor. They look into the cleanliness and maintenance of classrooms, 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 attendant. 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.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

38

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

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

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

258

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

D. 1 of the above

File Description	Documents
Link to Institutional website	www.csibacas.org
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

48

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

88

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities

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

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

4

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

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

The institution does not have an elected Students' Union. Every department has its own association with students as office bearers. The head of the institution periodically convenes meeting with the office bearers and collects their feedback for improvement and sort out the genuine grievances if any that may exist. Office bearers of the association conduct programs, activities and services, of their respective departments throughout the academic year which serve the co-curricular, cultural, social, recreational and educational interest of students at the campus. 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 - BizMinds,
6. Social work - Resonance,
7. Visual Communication - Eydea,
8. English - Reflections.

The purpose of every department student council is to contribute to the development of students leadership skills and experience, program planning and development, and resources management. The association motivates the students to participate in Inter-collegiate competitions, outreach and extension activities. This enables the students to enhance their leadership qualities such as planning and execution of skills, disciplinary approach and understanding the rules and regulations. Department of English comprises of two more actively working clubs namely Eco Club and Drama Club. As part of the Eco Club, the Eco Club coordinator made initiation in planting indoor plants in the Department. The drama club lead by a staff in charge, gives training for acting to students and conducts dramas at festival time celebrations and at other cultural programs. Quiz club is organized by the department of BBA. Rotaract club of the institution runs efficiently

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

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

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

39

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

5.4 - Alumni Engagement

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

The College is in process of registering the Alumni Association. However the Alumni contributes towards the development of the institution through financial and non-financial means. Few of our alumni sponsor our financially weak students by paying their tuition fees and support them to continue their education.

Alumni are invited as resource persons at various events, guest lectures seminars and workshops. They provide inputs and share their experiences regarding skills, recent technologies and the current requirements of the industry.

Alumni working in organizations at various capacities keep the faculties and the placement officer informed about the available job opportunities. They assist and guide the students in

placements.

They also share their experience with the students and motivate them for their career development in their area of expertise.

Alumni also come to campus as recruiters for their companies and also recommend for campus placements.

Alumni provide innumerable opportunities in various companies to the students for internship programs

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

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Bishop Appasamy College of Arts and Science is run by by the CSI Coimbatore Diocese. The College functions under the chairmanship and guidance of the Bishop, CSI Coimbatore Diocese and administered by an Administrative Committee. The College functions in compliance with the directions given by UGC, MHRD, Government of Tamil Nadu, and Bharathiar University to which it is affiliated. Having emerged from an urge to meet the fast growing career needs of young people the institution has a satisfaction of witnessing its students take up responsible positions at various levels in society.

The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. The Governing Body delegates authority to the

Secretary and Principal who, in turn share it with the different levels of functionaries in the college. The Heads of Departments, the Conveners of various committees and cells along with the staff representatives on higher decision-making bodies play an important role in determining the institutional policies and implementing the same.

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

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

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.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic plans are formulated over the years for the growth of the college. These plans focus on short term, medium term and long term development. The Strategic Plans include

- Introduction of new Programs
- Offering certificate and diploma courses
- Introducing skill development and value oriented courses
- Signing MoUs with industries and other organizations
- To uplift socially and economically underprivileged students from marginalized communities
- To encourage faculty to publish books and research articles

To deploy the above strategic plans, the college has introduced Undergraduate program in BBA (C.A), Certificate Course in French and Multimedia. The faculty members have published books with ISBN no. MoUs were signed with the industries and departments are motivated to sign more functional MoUs.

Apart from scholarships offered by Government, the College provides scholarships under various heads like first graduate, single parent, excelling in sports activities and for alumni

students.

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

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

The overall planning and development of Bishop Appasamy College of Arts and Science is done by a management committee. 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.

There are Committees, Cells and Associations focus on specific tasks and roles in the College. The Admission Committee looks into the admission process and the exam cell focus on the smooth conduct of the internal and University examinations. The Disciplinary Committee maintains discipline of the students inside the campus. Anti-ragging committee ensures that the campus is ragging free.

Placement Officer make arrangements for both on-campus and off-campus placement activities.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

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

D. Any 1 of the above

and Accounts Student Admission and Support Examination

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

The Welfare measure for teaching and non-teaching staff include EPF, ESI, Retirement Benefit Scheme, and Maternity Leave .Being a Christian Institution Christmas gifts (Cash and kind)are provided. In case of family members illness permissions are given to work on Shift, class hour adjustments can be made. Nursing mother are given permission during their working hours. Special permissions are given to meet the guides to those pursuing Ph.D. Salary advances are also given on request. Uniforms are given for attenders and sub staff at free of cost. Book money is given for the children of attenders and sub staff. Institutional Scholarships are provided to the children of the staff members who are pursuing their education at Bishop Appasamy College.

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

1

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

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

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

38

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

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

The teaching staff is appraised at regular intervals. Expert committee for the appraisal will be constituted by the Principal. The expert committee comprises of the Principal, HoDs and academicians from other colleges. The Expert committee evaluates the performance of the teaching faculty under various criteria.

Further, at the end of each academic year, feedback forms are issued to the students for each of the courses attended by them. The feedback forms in the form of questionnaire collect information about the teacher and different aspects pertaining to the teaching process. These forms are analysed and suitable corrective measures are suggested to the faculty.

As such there is no performance appraisal system followed for non-teaching staff in the organization.

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

6.4 - Financial Management and Resource Mobilization

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

The financial audit of the institution is conducted regularly

by recognized auditor, in compliance with statutory requirements and obligations. At the end of every academic year, heads of departments are asked to prepare estimated budget of succeeding year of their departments. This helps in streamlining the expenses. The allocation of funds for various activities is placed before the Secretary and the Principal. The amount needed to conduct the department activities can be claimed from the finance department with the approval of Secretary and Principal. The list of expenses of every activity should be submitted with proper documents. Extra cash spent can be claimed and cash spent less should to be reimbursed.

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

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

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

5.105

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

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

Bishop Appasamy College of Arts and Science is a self-financed institution, where the funds are solely generated through the fees paid by the students. The College effectively utilizes the funds for its various developments and academic related activities and also to meet recurring and non-recurring expenditures. The college has a defined mechanism to monitor effective and efficient utilization of available financial resources. A budget is prepared after getting inputs from the various academic heads and

maintenance department. As and when urgent requirements arise it is given after sanctioned approval from management. The funds are utilized for the following purposes:

- Disbursal of staff salary
- Library Books / Journals
- Repair & maintenance
- Printing & stationary
- Equipment & Consumables
- Furniture & Fixtures
- Hostel maintenance
- Organizing Seminars/Endowments lectures, conferences, workshops, training programmes
- Career development programmes, faculty empowerment programmes to faculty members.
- Management scholarship to the socially and economically marginalized students of the college
- Sports and Cultural events
- Observing the days of national significance
- Organizing extension activities
- Managing dispensary to the college inmates and the rural people
- Welfare measures to teaching and non-teaching staff

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

6.5 - Internal Quality Assurance System

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

- The IQAC works towards the quality enhancement and sustainment of the institution.
- IQAC co-ordinates all the department and college activities.
- The IQAC prepares and submits the Annual Quality Assurance Report (AQAR) to NAAC.
- Conducts Academic Audit for all the departments and the audit report is submitted to the Principal
- Students feedback was collected online through IQAC
- Online academic related activities were monitored.
- Departments were encouraged to organize and conduct Online webinars and workshops for the faculty and students.

- Faculty was motivated to present and publish papers

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching learning process periodically for the betterment of the students. The departments prepare their academic action plan based on the University Academic calendar. After the allotment of workload, the faculty prepares a lesson plan for their respective course. The subject log for the hours allotted according to the timetable is entered by the faculty. This will be monitored and reviewed by the HoDs once in fifteen days and by signed by the Principal at the end of the semester. Periodic Department staff meetings are held both by the HoDs and Principal to check the status of syllabus completion and internal assessments.

After the declaration of the results by the University, result analysis is done by the respective departments and the same is submitted to the Principal. The Principal convenes meetings with the department faculty if the pass percentage is found to be low and asks the department to take remedial actions for the improvement.

Feedback is taken by the IQAC at the end of the academic year and the analysis is submitted to the Principal.

In addition to the above, guest lectures, seminars and workshops are arranged to enhance the quality of education.

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

6.5.3 - Quality assurance initiatives of the **B. Any 3 of the above**

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

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

For security of the girls in the college hostel and to restrict unwanted entry, proper boundary wall with fencing have been constructed.

Girls' hostels have only female wardens. Duties of wardens are arranged in such a manner they remain there continuously for 24x7hrs. Female sweepers are there in each girl hostel. No males are allowed in the hostel premises without due permissions. It is mandatory for all the students to get their out passes and leave forms duly signed by the departments, Principal and Warden. In some cases wardens contact their parents before granting them permission. There are strict entry times of all girls' hostels.

There is a Discipline Committee in the institution to take care of safety and security of the students. It also keeps an eye on the working of all the employees as well as the activities of the students within the institution.

Female students are accompanied by female faculty members during

the visits or programme organized outside the college campus.

Faculty advisors are assigned the responsibility of mentoring and counselling of the students boys and girls both. Each faculty advisor looks after the matters of a group of 25-30 students. If any problem is there both boys and girls are being counselled as per their requirements individually also. Hostel wardens are very much considerate and careful. They act as counsellors and guardians to the hostellers.

Women Empowerment Cell- Voices of Women is also active in the college. It organizes various events on awareness issues.

Female faculty members and students also play a very active role in the events and fests organized by various committees and clubs of the institution.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

There are different types of wastes disposed in the college for

which there is a proper system functioning. The following wastes are being disposed by the college:

Solid Waste Management:

College has a place on its campus where the solid wastes materials are disposed. The Corporation waste management system comes and clears the waste from the collection area inside the campus.

Liquid Waste Management-:

The waste water is carried out through the pipeline to the common UGD line. This system is made by the Public Welfare Department of the state government.

Biomedical Waste Management:

There is no biomedical waste management system in the college.

E-waste Management:

E- waste generated is given to the scrap vendor for disposal.

Waste recycling system:

There is no system of Waste recycling in the college.

Hazardous chemicals and radioactive waste management:

There is no Hazardous chemicals and radioactive waste management system in the college

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting
Bore well /Open well recharge Construction
of tanks and bunds Waste water recycling
Maintenance of water bodies and distribution

system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

C. Any 2 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following

- 1.Green audit**
- 2. Energy audit**
- 3.Environment audit**
- 4.Clean and green campus recognitions/awards**
- 5. Beyond the campus environmental promotional activities**

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college encourages students to participate in different inter-departmental programmes within the college, inter-collegiate events organized by other colleges, universities and other Government or non- government organizations, to make them sensitize towards cultural, regional, linguistic, communal and

socio economic diversities.

The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination. Though the institution has diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities.

The institution organizes Youth a festival. NSS and NCC Units of our college participate in various programmes related to social issues organized by other colleges. The students of Social Work department are required to compulsorily complete the fieldwork that provides an opportunity for the students to work on social issues

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

The college undertakes different initiatives by organizing various activities to sensitize students and employees to the constitutional obligation: Values, Rights, Duties and responsibilities of the citizens

The UG programs have a compulsory paper on Human Rights. The syllabus prescribed by the affiliating University is followed.

Awareness programs and rallies are organised on various social issues , values, rights and duties by NSS Units.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

Institution celebrates/ organizes national and international commemorative days, events and festivals. National festivals play an important role in planting seed of Nationalism and Patriotism among the students. Our institution celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders. The Faculty, Staff and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness throughout. A parade will be conducted

by our NCC students to instill the sense of patriotism in the minds of fellow students.

Every year, the International Women's Day (8 March) will be celebrated by organising programmes on gender equality and by inviting distinguished personalities to the college.

The College celebrates Pongal festival in the month of January. The students in their customary tamil attire play the traditional games inside the campus. Onam festival organised by the Malayali Staff and students is also celebrated. Christmas program is celebrated in the month of December. Interdepartment Christmas related competitions are conducted followed by a Christmas carols.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

BEST PRACTICE 1

FRESHER'S ORIENTATION PROGRAM

Objectives of the Practice:

The orientation program is conducted for the I year students of both UG and PG programs. UG students stepping out from their school comfort zone are to be given a warm welcome to the College learning atmosphere. They need to be familiarized with the College, its Motto, Vision, Mission, facilities, rules, discipline, etc. They also need to be explained about the Semester examination pattern, and the internal assessment methodology. The program makes every student and their parents familiarize with their peers as well as the College Principal, Teaching and non-teaching staff, etc. It makes them aware of the location and various facilities offered by the institution.

The Context:

The practice is meant to make the students feel comfortable in their next phase of life in education. Students come from different cultural and social backgrounds are admitted in to the college. To have a secured and a comfortable feel, this practice serves as an ice breaking and an eye-opening session.

The practice has been followed by the college for more than 15years. The orientation program throws a light on the ethos, values and the principles of the institution through a warm welcome by the Principal, Secretary, management representatives, Hods and faculty members of the college.

The Practice:

The College admissions start after the completion of the school board exams. Classes for the first years begin as per the directives given by the affiliating University. Orientation Program for the students and their parents is usually conducted on the first day of the opening of the college. During the program, the Principal, Secretary and the HoD's address the gathering and explain the various activities of the College. The scope of the Programs selected by the students are also enumerated. To know the various facilities available in the college they are also taken around the departments. Apart from this, the students are also given an orientation program in their respective departments by the HoD's and the faculty members

Evidence of Success:

The students enter the campus more ease and adapt to the routine of the institution much faster and easily. They become much more acquainted with the facilities inside the campus. The practice paves way for the students enroll in various extracurricular activities like NSS, NCC, sports and other club activities. They become aware of regulation of the College and the affiliating University in terms of examinations and other academic activities.

Problems Encountered and Resources Required:

The key to the success of the Orientation programme lies in the making the student face the real time situation. All the informations given at one hand cannot be imbibed by the student immediately. Hence, the same information has to be repeated when and need rises.

The admissions process sometimes may go on even after the opening of the college for the first years. Due to this, the late joining students will not be able to know the information shared during the orientation program and this has to be repeated for them.

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Best Practice-II

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. The students are clad in their Uniforms. 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.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

The Vision of Bishop Appasamy College of Arts and Science is To be an International centre of excellence in characterformation,intellectual growth and community development, building citizens forthe Nation MISSION: The mission of Bishop Appasamy College is to be anInternational Centre of education for professionally needy youth, by providingprofessional and value based teaching and individual care, enhanced withcommunity development by being role models of International standards. The college takes measures to see that the students are well placed in life. Theinstitution also strives hard to fulfill its role in equipping students fortheir future corporate achievements. Special care is taken, to create the mostconducive atmosphere for the overall development of individuals. By sendingwholesome individuals strong intellectually, morally, emotionally andspiritually, the institution fulfillls its responsibility to the nation. Valueeducation classes are conducted regularly for the students to impart moralvalues and ethics. Students are encouraged to participate in inter collegiatecompetitions, seminars and workshops, paper presentations at different levels. The college with an aim of helping financially poor students, offersscholarships and arranges sponsorships. Two non-teaching staff are exclusivelyappointed for the community development activity - rehabilitation of womenprisoners, Coimbatore prison. The college follows mentor -mentee system.

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

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college offers UG, PG degree and research programs affiliated to the Bharathiar University and follow the curriculum designed by the University. The process involved in curriculum delivery is online classes, teaching, learning, Career Growth advice, guidance, Live interaction, participative and collaborative learning. The institution follows specific timetable with 5 days order for the effective delivery and transaction of the curriculum. An academic calendar is prepared every year and distributed to the students and the faculty to plan their activities. All the Departments prepare action plan for every year and they adhere to it. The activities enhance and supplement the syllabus plan. Each staff member plans their overall lesson plan for the entire semester and the same is written in the online 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 Google Meet, Google Classroom, lecture methods, chalk and board methods, Case Studies, discussions, power point presentations and puzzles. Apart from teaching, the Institution takes many steps for improving the skills of the students' knowledge through Induction Programs, Organizing Workshops, Seminars, Orientation, Assignments, Mock Interviews, 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 the Development and suggest the means for overcoming hurdles, if any and plan to reach optimum output. Assessment processes are aligned with the curriculum and are designed to clarify intense learning.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Normally the academic calendar is prepared for the activities of the College/Department, in the beginning of the academic year in adherence with the Bharathiar University and issued to all the students, teaching and non-teaching staff. Academic and Extracurricular activities are well planned and scheduled month wise. The academic calendar contains the schedule for all examinations.

Due to pandemic situation, academic calendar for the year 2020-2021 was not prepared in advance as the schedule was unpredictable. However the departments prepared their schedule internally and adhered to it.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

18

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

25

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The Foundation course offered in the First Semester by the institution integrates issues related to environment which covers topics like global warming, environmental policy, and environmental protection. The Foundation Course offered during the second semester has topics related to Human rights issues aimed at promoting gender equality and focus on women empowerment. A paper on Women's rights is taught in the third semester where they learn about women empowerment. Since, one of the objectives of the institution is to focus on women education, integrating gender issues in the curriculum has been its top priority. Issues related with environment and environmental sustainability are manifestly integrated into the curriculum. focusing mainly on the topics environment protection Act, disaster management, enforcement of environmental legislation, development of the mechanism to control and measures of water pollution, solid waste management, and so on. To put this into practice the college makes the campus green by continuous plantations, waste management, and so on; the students witness the hands on experiences in environment conservation practices and understand sustainability efforts. Institution organizes Gender sensitization program in the beginning of the year for every first year, which aimed at promoting and sensitizing gender equality among students. Ethical practices such as Value education are integrated as part of the curriculum which teaches human values. Institution organizes placement activities including training, development of students, aptitude test etc. on a regular basis as per the requirements of industry and also encourage students to participate in the free coaching conducted by TCS for placement training.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

16

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

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

363

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the	B. Any 3 of the above
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institution from the following stakeholders
Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

407

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

410

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Institution has regular assessing and continuous monitoring system for the students through their classroom performance and internals examinations. Slow learners and advance learners are identified based on their performance. Special attention is given to advanced learners and they are motivated to aim for University ranks. Advanced learners are encouraged to participate in seminars, workshops, conferences and to publish research articles in reputed journals. Participation of students in the in-house competitions such as Debate, Group discussion, Problem Solving, Decision Making Exercises and Quiz Programmes are also encouraged. Group Study System is also encouraged with the help of the advanced learners. Remedial Classes are conducted with an aim to improve the academic performance of the slow learners, absentees and students who participate in sports and other activities. This practice helps the struggling learners to improve subject knowledge and helps them catch up into their peers. Departments draw up the schedule for organising remedial classes for slow learners. This exercise is done in a discreet manner and slow learners are encouraged to recognize their shortcomings and register on their own without compulsion. Teachers are able to give one to one attention in remedial classes and focus on individual problems in a better manner when compared to a regular classroom.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
1297	81

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The institution encourages student involvement as a part of participative learning and problem solving methodology. Role Plays, Team works, Debates, Seminar Quizzes, Specifically Students centric Teaching Methods are reflected in project work, Field Visit, Industrial visit & guest lectures. Specifically the students centric methodology include

1. Project work Project work is organized in two phases 1) Internship and 2) Major Projects. This is an essential element of each programme as part of the university curriculum.

2 Participation in competition at various levels: For Real time exposure students are encouraged to participate at inter departmental, inter collegiate, state level, National and International Level competitions

3 Industry Visits: Faculty identifies and proposes Academically significant industry visits and Surveys

4 Guest Lecture: Guest lecture by eminent experts from industry and academicians are organised to supplement the teaching process and provide experiential learning.

5. Team work: All Departments organize students activities to promote the spirit of Team work.

6. Debates: Debates are followed in many of the subjects where students are required to come with different opinions, thought processes thus the learning process gets justified in the argumental way of learning.

7. Group work: Practicals and workshops in all individual and group work under the guidance of teachers are also conducted.

8 Research Activities: Research activities are conducted in each Department under the guidance of faculty where the students of final semester get knowledge about emerging area and help them to promote in Research aptitude.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

The classes were held online due to the pandemic. Faculty members used google classroom, google meet for conducting regular online classes. Whatsapp groups were created for all the classes and the links of daily classes and other details were sent in the group. In addition students were given additional inputs through Youtube videos. Excel sheets and PPTs were used during classes for teaching and course materials were uploaded in the google classrooms for all papers. Faculties prepare online quiz for students after the completion of each unit with the help of Google Forms. Internal and Model examinations were conducted online where question papers were posted by staff and answer sheets were uploaded by students in Google classrooms created by respective subject teachers. Seminars and conferences where guest lectures, expert talks were conducted online to promote effective learning skills among students. Various technical events and management events such as Poster making, Ad-mad show, Project presentations, Business quiz, Debates, paper presentations etc. were organized with the help of various Information Communication Tools.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)**2.3.3.1 - Number of mentors**

77

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

81

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

19

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

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

2.4.3.1 - Total experience of full-time teachers

958

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

To have Continuous evaluation of academic performance of the students, two internal tests are conducted every semester and the best of those two is considered for calculation. Model exam is conducted towards the end of the semester before University semester exam. The internal calculation, as specified by the University is followed by the department. Dates of examinations and the syllabus are informed to the students earlier. Due to the pandemic, question papers were posted and students uploaded their answer scripts in google class room created by respective subject staff. Internal and model examination answer sheets are evaluated online by the staff in charge and marks are returned to the students through Google classroom. The internal test marks are checked by the HOD randomly. Retest is conducted to failures and absentees to improvise their marks. Internal examination marks, Assignment marks, Seminar marks and Model examination Marks are all recorded by the staff in their log book to monitor the performance of students. The end examination for the laboratory and projects shall be conducted

with internal and external examiner appointed from the other colleges as decided by the University. For lab courses, the marks/grade scored by the student for each experiment is indicated in the observation/record. The independent learning, practical approach to the real-time applications is tested by viva voce for laboratory courses

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

A transparent, time-bound and efficient method is being followed in terms of dealing with internal examination. Two internal examinations are being performed throughout the semester. They are- Internal test1, Internal test2, assignments, lab continuous evaluation, project evaluations, etc. At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester. The internal assessment test schedules are prepared as per the university and communicated to the students well in advance. Evaluation is done by the course handling faculty member within five days from the date of examination. The corrected answer scripts are verified by HOD at random to ensure the standard in evaluation process. The corrected answer papers of the students are distributed to them for verification and faculty undertakes individual grievances with a student on the paper if required by the student. Grievances if any can will be addressed by the staff-in-charge, if not sorted out, the same shall be taken up by the class teacher to the HOD. Unsolved issues will be sorted by the Principal. The evaluated assignments are given back to students thus maintaining the transparency of the marks assigned.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The College affiliated to Bharathiar University , follows the syllabus framed by the University. The Pos and Cos framed by the University is given in the prescribed syllabus of the program and the courses. The syllabus copies are given to the student to know about their respective Pos and Cos . The Pos are clearly explained during the orientation program for the freshers. The Cos are discussed in the classes during the course hours at the start of the course and at the end of the course. The Pos and Cos are also displayed in the website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classroom. To evaluate PO's and CO's of each course, tests are conducted at regular intervals. Case studies and assignments on different subjects are given to students. Students are encouraged to take seminars on the given topic to know their understanding. Group Discussions and Debates are conducted to assess the communicative competence of students. The institution follows academic calendar of Bharathiar University. Each subject teacher maintains logbook to know the progression of learning of students through latter's internal and model exam marks, preparation of assignments and seminars taken. IQAC takes review of the Students' Progression to Higher Studies and their Placement.

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

2.6.3 - Pass percentage of Students during the year

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

430

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

2.7 - Student Satisfaction Survey

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

[not conducted](#)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

nil

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

3.1.2.1 - Number of teachers recognized as research guides

11

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

0

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

3.2 - Innovation Ecosystem

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

Our Institution provides healthy atmosphere, infrastructure, resources, confidence for enhancement of the capacity and competencies of students and teachers in research and innovative activities. All innovative and extension activities are student centric. Various activities are conducted to nurture and nourish youth's minds. These activities help students to understand the various problems faced by the society. It enables them to find out solutions on them. In the institution there is N.S.S., Sports, NCC and Departmental Association through which students and faculty members are encouraged to undertake innovative activities which are helpful for creation and transfer of knowledge. Activities conducted by these are helpful to develop leadership qualities, various skills, planning, budgeting, marketing and organizing. N.S.S. conducted various activities in innovative ways, tree plantation, awareness programmes about cleanliness construction of toilets, All these activities are with the help of society.

Various competitions essay writing, debating, elocution, book talk are organized to bring out the hidden potentials of students. Eminent personalities who have significantly contributed in research, social activities, industries, are invited as resource persons. These persons are mentors to our students. Our Principal and faculty members are research guides. They encourage students and teachers to undertake research activities. It is usual practice of the institution to allow admissible leave facilities to attend seminars workshops training programmes etc. Adequate provision is made for library to procure books and journals e-journals references. Library is equipped with modern technologies. This is helpful for creation and transfer of knowledge.

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

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

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

2

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

26

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

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

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

15

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

1

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively National Service Scheme and National Cadet Corps Units. Through these units, the college undertakes various extension activities in the neighbourhood community.

NSS organizes a residential seven day camp in nearby adopted village and several activities were carried out by NSS volunteers addressing social issues which include cleanliness, tree plantation, water conservation, Women empowerment, National Integrity, Aids awareness, Blood donation camp, Health check up camp.

The NCC unit of the college aims at developing qualities of leadership, patriotism, maintaining discipline, character building, spirit of adventure and the ideal of

self service. The NCC unit of the college organizes various extension activities such as tree plantation, Road safety awareness etc., Other than NSS and NCC units, the various departments of the college are conscious about its responsibilities for shaping students into responsible citizens of the country by making students aware of social issues through various programmes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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

5

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

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

3.4.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

156

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

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

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Bishop Appasamy college of arts and science campus has 3.9 acres with a built up area of 9073 sq.mts. The college has sufficient physical facilities to conduct all the programmes successfully and smoothly.

Buildings and Classrooms:

There are two blocks of buildings- one main building with three floors apart from ground floor, one separate building for MCA alone. The departments of Visual Communication, Catering Science and Hotel Management, Computer Science, Costume Design and Fashion have separate labs for their purposes. The department of MCA has a separate lab for computers. All the faculty and Students are allowed to utilize the computers throughout the day.

Seminar Halls:

There is a seminar hall in MCA block which can accommodate 150 people

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

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

The Management is interested in improving the mental and physical health of the students. The physical director is responsible to conduct intra mural and inter collegiate tournaments in the college. He also accomplishes the students who participate in games and sports conducted by the University outside the college. There are two grounds provided for both boys and girls to play their games and sports. The boys play football, cricket, ball badminton. Badminton, kubbadi, volley ball and basket ball. The girls play kho kho, kabbadi, hand ball, throw ball and tennikoit. There are also facilities for indoor games like chess and carom. The faculty members also use the play grounds to maintain their health.

- A cultural committee led by a senior faculty looks after the needs and amenities of the Students.
- To inculcate the cultural and traditional values amongst the students the events such as traditional days, Inter College cultural Events/Competition are organized.
- Cultural Activities: The cultural committee looks after all cultural events. Committee organizes a No. of activities and competitions during the academic year.
- Cultural events are conducted by committee at college level and prize winners are awarded Prizes on Annual Day. These students are given chance to participate in district level competitions. The students show their enthusiasm by their participation.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

1

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

nil

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The college uses ILMS software- Campus i Library. version 6.1.9
The Library is partially automated from the year 2007.

Campes library software is used to maintain library records. It tracks the records of the number of books in the library, issues, returns and renewals with late fine charges if any. Provides functionalities like acquisition, cataloguing, and serial control in the library.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

Rs 91820

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

90

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

- Continuous up gradation of technology and the infrastructure is one of the quality policies of the institution.
- The institution provides IT enabled teaching-learning environment in the campus round the clock. Broad Band web connectivity is in place to cater to all students and staff through Wi Fi and physical connectivity.
- We have Wi Fi facility for office, departments, library and labs. However since June 2016 Wi Fi facility has spread throughout the campus with a speed of 70mbps.. Since the inception of the college
- We have TFT Monitors, LED Monitors with Intel i3 (Processor) RAM 2GB, with the facility of internets, with Broad Band with speed of 100 mbps.
- However at present we have upgraded with LED Monitors with i5 (Processor) RAM 2GB and using internet Broad Band with 100 mbps speed.

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

4.3.2 - Number of Computers

130

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

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

57.7

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The college has a maintenance department with a campus in-charge and maintenance supervisor. They look into the cleanliness and maintenance of classrooms, 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 attendant. 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.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

38

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

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

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

258

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

D. 1 of the above

File Description	Documents
Link to Institutional website	www.csibacas.org
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

48

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

88

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

government examinations)

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities

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

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

4

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

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

The institution does not have an elected Students' Union. Every department has its own association with students as office

bearers. The head of the institution periodically convenes meeting with the office bearers and collect their feedback for improvement and sort out the genuine grievances if any that may exist. Office bearers of the association conduct programs, activities and services, of their respective departments throughout the academic year which serve the co-curricular, cultural, social, recreational and educational interest of students at the campus. 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 - BizMinds, 6. Social work - Resonance, 7. Visual Communication - Eydea, 8. English - Reflections. The purpose of every department student council is to contribute to the development of students leadership skills and experience, program planning and development, and resources management. The association motivates the students to participate in Inter-collegiate competitions, outreach and extension activities. This enable the students to enhance their leadership qualities such as planning and execution of skills, disciplinary approach and understanding the rules and regulations. Department of English comprises of two more actively working clubs namely Eco Club and Drama Club. As part of the Eco Club, the Eco Club coordinator made initiation in planting indoor plants in the Department. The drama club lead by a staff in charge, gives training for acting to students and conducts dramas at festival time celebrations and at other cultural programs. Quiz club is organized by the department of BBA. Rotaract club of the institution runs efficiently

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

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

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

39

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

5.4 - Alumni Engagement

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

The College is in process of registering the Alumni Association. However the Alumni contributes towards the development of the institution through financial and non-financial means. Few of our alumni sponsor our financially weak students by paying their tuition fees and support them to continue their education.

Alumni are invited as resource persons at various events, guest lectures seminars and workshops. They provide inputs and share their experiences regarding skills, recent technologies and the current requirements of the industry.

Alumni working in organizations at various capacities keep the faculties and the placement officer informed about the available job opportunities. They assist and guide the students in placements.

They also share their experience with the students and motivate them for their career development in their area of expertise.

Alumni also come to campus as recruiters for their companies and also recommend for campus placements.

Alumni provide innumerable opportunities in various companies to the students for internship programs

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Bishop Appasamy College of Arts and Science is run by by the CSI Coimbatore Diocese. The College functions under the chairmanship and guidance of the Bishop, CSI Coimbatore Diocese and administered by an Administrative Committee. The College functions in compliance with the directions given by UGC, MHRD, Government of Tamil Nadu, and Bharathiar University to which it is affiliated. Having emerged from an urge to meet the fast growing career needs of young people the institution has a satisfaction of witnessing its students take up responsible positions at various levels in society.

The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. The Governing Body delegates authority to the Secretary and Principal who, in turn share it with the different levels of functionaries in the college. The Heads of Departments, the Conveners of various committees and cells along with the staff representatives on higher decision-making bodies play an important role in determining the institutional policies and implementing the same.

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

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

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 programs 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.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic plans are formulated over the years for the growth of the college. These plans focus on short term, medium term and long term development. The Strategic Plans include

- Introduction of new Programs
- Offering certificate and diploma courses
- Introducing skill development and value oriented courses
- Signing MoUs with industries and other organizations
- To uplift socially and economically underprivileged students from marginalized communities
- To encourage faculty to publish books and research articles

To deploy the above strategic plans, the college has introduced Undergraduate program in BBA (C.A), Certificate Course in French and Multimedia. The faculty members have published books with ISBN no. MoUs were signed with the industries and departments are motivated to sign more functional MoUs.

Apart from scholarships offered by Government, the College provides scholarships under various heads like first graduate, single parent, excelling in sports activities and for alumni students.

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

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

The overall planning and development of Bishop Appasamy College of Arts and Science is done by a management committee. 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.

There are Committees, Cells and Associations focus on specific tasks and roles in the College. The Admission Committee looks into the admission process and the exam cell focus on the smooth conduct of the internal and University examinations. The Disciplinary Committee maintains discipline of the students inside the campus. Anti-ragging committee ensures that the campus is ragging free.

Placement Officer make arrangements for both on-campus and off-campus placement activities.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

D. Any 1 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

The Welfare measure for teaching and non-teaching staff include EPF, ESI, Retirement Benefit Scheme, and Maternity Leave .Being a Christian Institution Christmas gifts (Cash and kind)are provided. In case of family members illness permissions are given to work on Shift, class hour adjustments can be made. Nursing mother are given permission during their working hours. Special permissions are given to meet the guides to those pursuing Ph.D. Salary advances are also given on request. Uniforms are given for attenders and sub staff at free of cost. Book money is given for the children of attenders and sub staff. Institutional Scholarships are provided to the children of the staff members who are pursuing their education at Bishop Appasamy College.

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

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

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

5

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

1

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

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

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

38

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

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

The teaching staff is appraised at regular intervals. Expert committee for the appraisal will be constituted by the Principal. The expert committee comprises of the Principal, HoDs and academicians from other colleges. The Expert committee evaluates the performance of the teaching faculty under various criteria.

Further, at the end of each academic year, feedback forms are issued to the students for each of the courses attended by them. The feedback forms in the form of questionnaire collect information about the teacher and different aspects pertaining to the teaching process. These forms are analysed and suitable corrective measures are suggested to the faculty.

As such there is no performance appraisal system followed for non-teaching staff in the organization.

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

6.4 - Financial Management and Resource Mobilization

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

The financial audit of the institution is conducted regularly by recognized auditor, in compliance with statutory requirements and obligations. At the end of every academic year, heads of departments are asked to prepare estimated budget of succeeding year of their departments. This helps in streamlining the expenses. The allocation of funds for various activities is placed before the Secretary and the Principal. The amount needed to conduct the department activities can be claimed from the finance department with the approval of Secretary and Principal. The list of expenses of every activity should be submitted with proper documents. Extra cash spent can be claimed and cash spent less should be reimbursed.

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

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

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

5.105

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

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

Bishop Appasamy College of Arts and Science is a self-financed institution, where the funds are solely generated through the fees paid by the students. The College effectively utilizes the funds for its various developments and academic related activities and also to meet recurring and non-recurring expenditures. The college has a defined mechanism to monitor

effective and efficient utilization of available financial resources. A budget is prepared after getting inputs from the various academic heads and maintenance department. As and when urgent requirements arise it is given after sanctioned approval from management. The funds are utilized for the following purposes:

- Disbursal of staff salary
- Library Books / Journals
- Repair & maintenance
- Printing & stationary
- Equipment & Consumables
- Furniture & Fixtures
- Hostel maintenance
- Organizing Seminars/Endowments lectures, conferences, workshops, training programmes
- Career development programmes, faculty empowerment programmes to faculty members.
- Management scholarship to the socially and economically marginalized students of the college
- Sports and Cultural events
- Observing the days of national significance
- Organizing extension activities
- Managing dispensary to the college inmates and the rural people
- Welfare measures to teaching and non-teaching staff

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

6.5 - Internal Quality Assurance System

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

- The IQAC works towards the quality enhancement and sustainment of the institution.
- IQAC co-ordinates all the department and college activities.
- The IQAC prepares and submits the Annual Quality Assurance Report (AQAR) to NAAC.
- Conducts Academic Audit for all the departments and the audit report is submitted to the Principal

- Students feedback was collected online through IQAC
- Online academic related activities were monitored.
- Departments were encouraged to organize and conduct Online webinars and workshops for the faculty and students.
- Faculty was motivated to present and publish papers

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching learning process periodically for the betterment of the students. The departments prepare their academic action plan based on the University Academic calendar. After the allotment of workload, the faculty prepares a lesson plan for their respective course. The subject log for the hours allotted according to the timetable is entered by the faculty. This will be monitored and reviewed by the HoDs once in fifteen days and by signed by the Principal at the end of the semester. Periodic Department staff meetings are held both by the HoDs and Principal to check the status of syllabus completion and internal assessments.

After the declaration of the results by the University, result analysis is done by the respective departments and the same is submitted to the Principal. The Principal convenes meetings with the department faculty if the pass percentage is found to be low and asks the department to take remedial actions for the improvement.

Feedback is taken by the IQAC at the end of the academic year and the analysis is submitted to the Principal.

In addition to the above, guest lectures, seminars and workshops are arranged to enhance the quality of education.

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

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

B. Any 3 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

For security of the girls in the college hostel and to restrict unwanted entry, proper boundary wall with fencing have been constructed.

Girls' hostels have only female wardens. Duties of wardens are arranged in such a manner they remain there continuously for 24x7hrs. Female sweepers are there in each girl hostel. No males are allowed in the hostel premises without due permissions. It is mandatory for all the students to get their

out passes and leave forms duly signed by the departments, Principal and Warden. In some cases wardens contact their parents before granting them permission. There are strict entry times of all girls' hostels.

There is a Discipline Committee in the institution to take care of safety and security of the students. It also keeps an eye on the working of all the employees as well as the activities of the students within the institution.

Female students are accompanied by female faculty members during the visits or programme organized outside the college campus.

Faculty advisors are assigned the responsibility of mentoring and counselling of the students boys and girls both. Each faculty advisor looks after the matters of a group of 25-30 students. If any problem is there both boys and girls are being counselled as per their requirements individually also. Hostel wardens are very much considerate and careful. They act as counsellors and guardians to the hostellers.

Women Empowerment Cell- Voices of Women is also active in the college. It organizes various events on awareness issues.

Female faculty members and students also play a very active role in the events and fests organized by various committees and clubs of the institution.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient

D. Any 1 of the above

equipment	
File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

There are different types of wastes disposed in the college for which there is a proper system functioning. The following wastes are being disposed by the college:

Solid Waste Management:

College has a place on its campus where the solid wastes materials are disposed. The Corporation waste management system comes and clears the waste from the collection area inside the campus.

Liquid Waste Management-:

The waste water is carried out through the pipeline to the common UGD line. This system is made by the Public Welfare Department of the state government.

Biomedical Waste Management:

There is no biomedical waste management system in the college.

E-waste Management:

E- waste generated is given to the scrap vendor for disposal.

Waste recycling system:

There is no system of Waste recycling in the college.

Hazardous chemicals and radioactive waste management:

There is no Hazardous chemicals and radioactive waste management system in the college

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	C. Any 2 of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college encourages students to participate in different inter-departmental programmes within the college, inter-collegiate events organized by other colleges, universities and other Government or non-government organizations, to make them sensitize towards cultural, regional, linguistic, communal and socio economic diversities.

The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination. Though the institution has diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities.

The institution organizes Youth a festival. NSS and NCC Units of our college participate in various programmes related to social issues organized by other colleges. The students of Social Work department are required to compulsorily complete the fieldwork that provides an opportunity for the students to work on social issues

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

The college undertakes different initiatives by organizing various activities to sensitize students and employees to the constitutional obligation: Values, Rights, Duties and responsibilities of the citizens

The UG programs have a compulsory paper on Human Rights. The syllabus prescribed by the affiliating University is followed.

Awareness programs and rallies are organised on various social issues , values, rights and duties by NSS Units.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

Institution celebrates/ organizes national and international commemorative days, events and festivals. National festivals play an important role in planting seed of Nationalism and Patriotism among the students. Our institution celebrates these events with great enthusiasm to commemorate the ideology of

nationalism and to pay tribute to our great National Leaders. The Faculty, Staff and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness throughout. A parade will be conducted by our NCC students to instill the sense of patriotism in the minds of fellow students.

Every year, the International Women's Day (8 March) will be celebrated by organising programmes on gender equality and by inviting distinguished personalities to the college.

The College celebrates Pongal festival in the month of January. The students in their customary tamil attire play the traditional games inside the campus. Onam festival organised by the Malayali Staff and students is also celebrated. Christmas program is celebrated in the month of December. Interdepartment Christmas related competitions are conducted followed by a Christmas carols.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

BEST PRACTICE 1

FRESHER'S ORIENTATION PROGRAM

Objectives of the Practice:

The orientation program is conducted for the I year students of both UG and PG programs. UG students stepping out from their school comfort zone are to be given a warm welcome to the College learning atmosphere. They need to be familiarized with the College, its Motto, Vision, Mission, facilities, rules,

discipline, etc. They also need to be explained about the Semester examination pattern, and the internal assessment methodology. The program makes every student and their parents familiarize with their peers as well as the College Principal, Teaching and non-teaching staff, etc. It makes them aware of the location and various facilities offered by the institution.

The Context:

The practice is meant to make the students feel comfortable in their next phase of life in education. Students come from different cultural and social backgrounds are admitted in to the college. To have a secured and a comfortable feel, this practice serves as an ice breaking and an eye-opening session.

The practice has been followed by the college for more than 15years. The orientation program throws a light on the ethos, values and the principles of the institution through a warm welcome by the Principal, Secretary, management representatives, Hods and faculty members of the college.

The Practice:

The College admissions start after the completion of the school board exams. Classes for the first years begin as per the directives given by the affiliating University. Orientation Program for the students and their parents is usually conducted on the first day of the opening of the college. During the program, the Principal, Secretary and the HoD's address the gathering and explain the various activities of the College. The scope of the Programs selected by the students are also enumerated. To know the various facilities available in the college they are also taken around the departments. Apart from this, the students are also given an orientation program in their respective departments by the HoD's and the faculty members

Evidence of Success:

The students enter the campus more ease and adapt to the routine of the institution much faster and easily. They become much more acquainted with the facilities inside the campus. The practice paves way for the students enroll in various extracurricular activities like NSS, NCC, sports and other club activities. They become aware of regulation of the College and the affiliating University in terms of examinations and other

academic activities.

Problems Encountered and Resources Required:

The key to the success of the Orientation programme lies in the making the student face the real time situation. All the informations given at one hand cannot be imbibed by the student immediately. Hence, the same information has to be repeated when and need rises.

The admissions process sometimes may go on even after the opening of the college for the first years. Due to this, the late joining students will not be able to know the information shared during the orientation program and this has to be repeated for them.

.

Best Practice-II

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. The students are clad in their Uniforms. 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.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

The Vision of Bishop Appasamy College of Arts and Science is To be an International centre of excellence in characterformation,intellectual growth and community development, building citizens forthe Nation MISSION: The mission of Bishop Appasamy College is to be anInternational Centre of education for professionally needy youth, by providingprofessional and value based teaching and individual care, enhanced withcommunity development by being role models of International standards. The college takes measures to see that the students are well placed in life. Theinstitution also strives hard to fulfill its role in equipping students fortheir future corporate achievements. Special care is taken, to create the mostconducive atmosphere for the overall development of individuals. By sendingwholesome individuals strong intellectually, morally, emotionally andspiritually, the institution fulfills its responsibility to the nation. Valueeducation classes are conducted regularly for the students to impart moralvalues and ethics. Students are encouraged to participate in inter collegiatecompetitions, seminars and workshops, paper presentations at different levels. The college with an aim of helping financially poor students, offerssscholarships and arranges sponsorships. Two non-teaching staff are exclusivelyappointed for the community development activity - rehabilitation of womenprisoners, Coimbatore prison. The college follows mentor -mentee system.

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

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

7.3.2 - Plan of action for the next academic year

- To start the process of accreditation
- To automate various Office Administration Processes
- Faculty members shall be encouraged to create blogs and You Tube Videos
- To enter into MOU's with Corporates and Industry Associations to promote Academia - Industry Linkages, to enable placements, internship, training, etc. for the students
- To foster and strengthen relationship of Alumni with the Institution
- To give additional thrust to Campus Placements Initiatives
- To identify Talent among students for various sports & cultural activities