

CENTRAL APPLICATION PROCESSING UNIT (CAPU) & Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

CAPU AQAR

SUBMITTED TO :



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

**CENTRAL APPLICATION PROCESSING UNIT (CAPU)
& Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions**

CAPU AQAR

Programme Name - Arts and Science

University Name - Annamalai Univeristy, Chidambaram, Tamilnadu

AISHE CODE - C 36356

SUBMITTED FROM :

**B. PADMANABHAN JAYANTHIMALA COLLEGE OF ARTS AND SCIENCE
Kozhai,Nizangan, Srimushnam,
Cuddalore Dt – 608 703 Tamilnadu, India**

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year (for example 2013-14)

2021-2022

I. Details of the Institution

1.1 Name of the Institution

**B.PADMANABHAN JAYANTHIMALA COLLEGE OF
ARTS AND SCIENCE**

1.2 Address Line 1

Kozhai, Nizangan,

Address Line 2

Srimushnam Taluk

City/Town

Cuddalore Dt

State

Tamilnadu

Pin Code

608703

Institution e-mail address

bpjcollegesrm@gmail.com

Contact Nos.

8189999519

Name of the Head of the Institution:

SHRI. B.P. Prakash, MBA

Tel. No. with STD Code:

8189999519

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 **NAAC Track ID**(For ex. MHCogn 18879)

OR

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

1.5 Website address: <https://www.bpjcollege.com/>

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2022-23.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle				
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

1.9 Institutional Status

University	State	☒	Central	☐	emed	☐	Private	☐
Affiliated College	Yes	☒	No	☐				
Constituent College	Yes	☐	No	☒				
Autonomous college of UGC	Yes	☐	No	☒				
Regulatory Agency approved Institution	Yes	☐	No	☒				

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

Type of Institution	Co-education	☒	Men	☐	Women	☐
	Urban	☐	Rural	☒	Tribal	☐
Financial Status	Grant-in-aid	☐	UGC 2(f)	☐	UGC 12B	☐
	Grant-in-aid + Self Financing	☐	Totally Self-financing	☒		

1.10 Type of Faculty/Programme

Arts	☒	Science	☒	Commerce	☒	Law	☐	PEI (Phys Edu)	☐
TEI (Edu)	☐	Engineering	☐	Health Science	☐	Management	☐		
Others (Specify)	. ----								

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

Annamalai Univeristy, Chidambaram,
Tamilnadu

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence	---	UGC-CPE	---
DST Star Scheme	---	UGC-CE	---
UGC-Special Assistance Programme	---		---
UGC-Innovative PG programmes	---	other (<i>Specify</i>)	---
UGC-COP Programmes	---		

2. IQAC Composition and Activities

2.1 No. of Teachers	4
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	1
2.4 No. of Management representatives	1
2.5 No. of Alumni	1
2. 6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	-
2.9 Total No. of members	09
2.10 No. of IQAC meetings held	

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

* R & D cell to encouraged.
* More Live skills were given to the students to improve their awareness.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Certified Course	To provided TALLY 9.0

Annexure I enclosed

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes ☐ No ☒

Management Syndicate ☐ Any other body ☐ ☐

Provide the details of the action taken

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	3		3	2
UG	7		7	0
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	10			
Interdisciplinary				
Innovative				

✓✓

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

Pattern	Number of programmes
Semester	
Trimester	
Annual	1

- 1.3 Feedback from stakeholders* Alumni
(On all aspects)

☒ Parents ☒ Employers ☒ Students ☒

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

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

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

Syllabus Revised by Annamalai University, No of Elective subjects increased. Core III paper changed as Innovation and curriculum development.

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

--

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
37	37	-	-	--

2.2 No. of permanent faculty with Ph.D.

04

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
--	--	--	--	--	--	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

--

--

--

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	1	5
Presented papers	2	1	5
Resource Persons	--	--	1

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

Content were taught by using ICT to make learning student cantered.

2.7 Total No. of actual teaching days

180

during this academic year

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

98%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Arts	Arts	40	15	23	35	13
Science Commerce	Science	100	10	38	29	08

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

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	03
Staff training conducted by the university	01
Staff training conducted by other institutions	04
Summer / Winter schools, Workshops, etc.	01
Others	2

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	1	--	--	--
Technical Staff	1	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

Research and Development cell functioning
Seminar and conference regularly conducted

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number			01	
Outlay in Rs. Lakhs			01	

3.4 Details on research publications

	International	National	Others
Peer Review Journals			01
Non-Peer Review Journals			
e-Journals			
Conference proceedings			05

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		01	03		04
Sponsoring agencies		Self	Self		Self

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
1						1

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

01

-

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

-

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

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level

State level

National level

International level

3.22 No. of students participated in NCC events:

University level

State level

National level

International level

3.23 No. of Awards won in NSS:

University level

State level

National level

International level

3.24 No. of Awards won in NCC:

University level

State level

National level

International level

3.25 No. of Extension activities organized

University forum	01	College forum	05		
NCC		NSS	01	Any other	10

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

- Voter Awareness programme
- Eye Camp

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5 Acre	2 Acre		07 Acre
Class rooms	21	04		25
Laboratories	03	02		05
Seminar Halls	01	01		02
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Digital Library functioning
Del Net Provided

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	892	160560	290	49400	1182	209960
Reference Books	321	272850	75	66750	396	339600
e-Books	20	4000	08	4500	28	8500
Journals	200	80000	50	25000	250	105000
e-Journals	10	2500	25	4000	35	6500
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	08	1000	12	1800		
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	42	18	18		4	2		
Added								
Total	42	18	18		4	2		

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

E governance line provided

4.6 Amount spent on maintenance in lakhs :

i) ICT

7.3

ii) Campus Infrastructure and facilities

15.04

iii) Equipments

9.00

iv) Others

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Scholarship provided
Internship and IV

5.2 Efforts made by the institution for tracking the progression

Progressions are regularly monitored.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
140	06		

(b) No. of students outside the state

(c) No. of international students

Men	No	%

Women

No	%

Demand ratio --

Dropout % --

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

TET and VAO coaching classes conducted
--

No. of students beneficiaries

85

5.5 No. of students qualified in these examinations

NET	<table border="1"><tr><td>--</td></tr></table>	--	SET/SLET	GATE	<table border="1"><tr><td>01</td></tr></table>	01	CAT	<table border="1"><tr><td>---</td></tr></table>	---	<table border="1"><tr><td>---</td></tr></table>	---
--											
01											

IAS/IPS etc	<table border="1"><tr><td>---</td></tr></table>	---	State PSC	<table border="1"><tr><td>---</td></tr></table>	---	UPSC	<table border="1"><tr><td>---</td></tr></table>	---	Others	<table border="1"><tr><td>---</td></tr></table>	---

5.6 Details of student counselling and career guidance

Teachers provide guidance and counselling to the students for pursuing future studies and in matter of job opportunities in the different fields.

No. of students benefitted

79

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	70	39	19

5.8 Details of gender sensitization programmes

Womens day programme conducted

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	12	49800
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:-

✳ The college aspires to prepare prospective teachers and educational leaders who are committed to life-long learning in a changing world and who seek to offer exemplary educational services to improve the quality of life in the society especially in the rural areas.

To provide harmonious education to prospective teachers that will cater to the cultural, moral, intellectual, emotional and spiritual dimensions of the sacred mission of education.

Mission:-

✳ The college aims at producing socially inclined, morally and ethically upright, professionally skilled and dedicated educators of tomorrow through the development of the fundamental values of life. Teachers are the beacons of light in every society, the moral development and discipline of them are the foundation to serve the society genuinely.

6.2 Does the Institution has a management Information System

Yes, the college has a management information system.

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

6.3.1 Curriculum Development

As an affiliated of the Annamalai University the syllabus prescribed by the university is always followed.

The institution focuses on multi skill development of student in order to ensure employability. The college has offered elective course and courses like spoken English, training on interactive white board counselling techniques.

6.3.2 Teaching and Learning

Teachers adopt new innovative methods in teaching like holding surprise test and quiz and essay competitions.

Teachers also equip themselves by participating Faculty Development Programmes.

Tutorial classes are held for generation of clarity of subject matter.

6.3.3 Examination and Evaluation

The college has to follow the Examination pattern and schedule given by the Annamalai University.

The systematic unit tests, class tests have been conducted and the internal marks were given based on these tests. The corrective action has been taken for the weak students.

6.3.4 Research and Development

The teachers are courage to do research projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

New books and journals are added in the library based on the suggestions of the departmental heads.

The library upgraded with new equipments and net facilities.

6.3.6 Human Resource Management

Self appraisal system has been prepared to assess the quality of staff members and their progress.

Teachers are given additional work allotments for the maintenance and upliftment of academic atmosphere.

6.3.7 Faculty and Staff recruitment

Interview with teaching had been adopted for faculty recruitment.

6.3.8 Industry Interaction / Collaboration

None so far.

6.3.9 Admission of Students

Student admission made on the basis of government norms.

6.4 Welfare schemes for

Teaching	1
Non teaching	--
Students	--

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No



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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	ISO	Yes	IQAC

Administrative	--	--	--	--
----------------	----	----	----	----

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

For UG Programmes Yes ☐ No ☒

For PG Programmes Yes ☐ No ☒

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

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

The University supports the college in all aspects.

6.11 Activities and support from the Alumni Association

Members of Alumini Association give feedback for maintaining the heritage of the institution and for betterment of Academic atmosphere.
The Alumini meeting will be held

6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher meetings are held by the college in connection to the students who do not perform well in class tests or in regular evaluations. The views of the parents during their interaction with teachers in the improvement of the Academic programmes.

6.13 Development programmes for support staff

Every year meetings are conducted by college management with the non-teaching staff for planning-evaluation of their work. Work load analysis, evaluation of allotment and work appraisal are parts of such meetings to improve the work efficiency.

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

The campus is eco-friendly in nature. Considering the vision of “Nurture Nature for Future” the college has garden, trees, lawns and shrubs. The college strictly maintain plastic free campus in order to create awareness of pollution.

Energy Conservation:-

- * Class rooms are well ventilated enough light so as to save electricity.
- * Regular monitoring for turning off unnecessary lights, aqua guard etc.

Waste Disposal:-

- * Waste disposal is properly done according to the municipality rules.

Criterion – VII

7. Innovations and Best Practices

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

- * College website is upgraded.
- * Personality Development for Students.

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

1. Extension of extra-curricular activities by holding Quiz, debate, cultural programme.
2. Exposing students for outdoor learning through educational trips, field work, excursions and camps.

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

1. Quality education for all.
2. Holistic development.

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

7.4 Contribution to environmental awareness / protection

1. Efforts were made to conserve electricity.
2. For nearby villages environment awareness programme on tree plantation, composite making from domestic wastes, precaution programme have been conducted.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

8 Plans of institution for next year

1. Coaching classes has to be conducted for TNPSC and TET examination.
2. Training on Interactive white board, language lab, spoken English will be given.

For Padmanabhan Educational Trust

Name D.L. C. SATHYA Name B.T. PRAYASH
C. Senthil B.T. - Managing Trustee
Signature of the Head of the Institution Signature of the Chairperson,
PRINCIPAL
B. PADMANABHAN JAYANTHIMALA
COLLEGE OF ARTS & SCIENCE
KODAI SRI MUSHNAM - 608 703
CUDDALORE DISTRICT.

