

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution: PerunthalaivarKamarajar Arts College

1.2

Address Line 1: Thirukkanur Road
Address Line 2: Kalitheerthalkuppam
City/Town: Puducherry
State: Puducherry
Pin Code: 605 107
Institution e-mail address: pkartscollege@gmail.com
Contact Nos: Principal: 0413 2641381 / 94431 88042
Name of the Head of the Institution: CMA Dr. W. V. Balaji
Tel. No. with STD Code: 0413-2641381
Mobile: 94431 88042
Name of the IQAC Co-ordinator: Dr. V. Indira
Mobile: 88070 39087
IQAC e-mail address: pkaciqac@gmail.com

1.3 NAACTrack ID: PYCOGN 18575

1.4 NAAC Executive Committee No. & Date: EC(SC)/06/A&A/052 dated 01.05.2015

1.5 Website address: www.pkartscollege.org

Web-link of the AQAR: <http://www.pkartscollege.org/iqac/aqar2016-17.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.01	2015	5 years from 01.05.2015
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :

06.08.2015

1.8 AQAR for the year:

2016-17

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

- i. AQAR _____ 01.07.2016 _____ (DD/MM/YYYY)
ii. AQAR _____ NA _____ (DD/MM/YYYY)
iii. AQAR _____ NA _____ (DD/MM/YYYY)
iv. AQAR _____ NA _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Pondicherry University

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

Autonomy by State/Central Govt. / University

-

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

-

Any other (Specify)

UGC-COP Programmes

-

2. IQAC Composition and Activities

2.1 No. of Teachers

09

2.2 No. of Administrative/Technical staff

03

2.3 No. of students

-

2.4 No. of Management representatives

-

2.5 No. of Alumni

-

2.6 No. of any other stakeholder and
community representatives

-

2.7 No. of Employers/ Industrialists

-

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held : 02

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

1. Tamil cultural Identity
2. Puducherry Liberation day
3. Financial Planning For Young Investors
4. Tourism Business
5. Event Management
6. Software Project Development and Documentation
7. Networking and Internet
8. E-publishing and career opportunities
9. Essential Speaking Skills In French

2.14 Significant Activities and contributions made by IQAC

All the major committees of the College are represented in the IQAC. The Students' Wing meets periodically to plan activities which will enhance the quality of student life on campus. The IQAC has been involved in preparing many reports highlighting the activities of the college. Capacity building programmes are organised for both teaching and non-teaching staff. The IQAC, through its activities, has been an agent of change in the institution ensuring efficient performance of academic and administrative tasks.

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
Staff members are to be instructed to prepare the course plan and the syllabus completion is to be verified by the respective HODs.	Syllabus was completed as per the course plan.
Parent-Teacher meeting is to be conducted department wise and the parents are to be updated about their ward's performance.	Parent -Teacher meeting was conducted.
Workshops, Seminars and conferences are to be organized for both students and teachers.	Organized workshops and Seminars for the students.
Students requirements are to be fulfilled	As per their request, the following facilities were made available. <ol style="list-style-type: none"> 1. Installation of incinerator in ladies wash rooms. 2. Installation of RO system. 3. Setting up of canteen 4. Additional chairs in the reading room. 5. Renovation of ladies toilet. 6. Hostel facility for boys students. 7. Renovation of play ground and purchase of sports articles. 8. Setting up of language lab and ladies retiring room
Additional CCTV cameras are to be installed	10 CCTV cameras were installed

* 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

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	05	-	-	-
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	05	-	-	-
Interdisciplinary	-		-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: Core/Elective option

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	05
Trimester	-
Annual	-

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

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

*Please provide an analysis of the feedback in the Annexure

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

B.Com Course syllabus was revised in the academic year 2016-17.

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
	18	18	-	-	-

2.2 No. of permanent faculty with Ph.D. 13

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
	18	13	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty: - - 13

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	-	9
Presented papers	20	28	12
Resource Persons	05	2	--

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

1. Power point presentation and interactive session for the students
2. Preparation of lecture plan, smart board teaching and use of e-resources
3. Arranging guest lectures and skill development programmes for the students.
4. Conduct of serial seminar

2.7 Total No. of actual teaching days during this academic year 182

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

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 80%

2.11 Course/Programme wise

Distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. (Functional Tamil)	39	-	66%	34%	-	44
B.Sc.(Mathematics)	39	-	72%	28%	-	64
B.B.A. Tourism	27	-	9%	77%	14%	81
B.C.A.(Computer Applications)	27	-	25%	70%	5%	74
B.Com	24	-	10%	45%	45%	71

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

IQAC organises meetings, reviews the implementation of resolutions of earlier meetings and proposes quality enhancement measures for the forthcoming academic year

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	03
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

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	6	2	1	-
Technical Staff	0	2	-	-

Criterion – III

3. Research, Consultancy and Extension

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

1. IQAC promotes faculty members to register Ph.D degree. Special leaves are sanctioned for course work, conferences and seminars.
2. Encourages Paper Presentation, Paper Publication in refereed journals,SCI journals and journals with high impact factor.
3. Eminent professors and Heads of research Institutions are invited for motivational talk.
4. Encourages Paper Presentation, Paper Publication in refereed journals,SCI journals and journals with high impact factor.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	04	-	-
Non-Peer Review Journals	01	-	-
e-Journals	03	-	-
Conference proceedings	20	28	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	NIL	NIL	NIL	NIL
Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored	NIL	NIL	NIL	NIL

Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students research projects <i>(other than compulsory by the University)</i>	NIL	NIL	NIL	NIL
Any other(Specify)	NIL	NIL	NIL	NIL
Total	NIL	NIL	NIL	NIL

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution (workshops and seminars)

Level	International	National	State	University	College
Number	-	-	-	-	08
Sponsoring agencies	-	-	-	-	-

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

Tal	International	National	State	University	Dist	College
02	-	-	01	01	-	-

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

NIL

NIL

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

NIL

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

JRF NIL

SRF Project Fellows NIL

Any other NIL

3.21 No. of students Participated in NSS events:

University level 10

State level 10

National level 05

International level NIL

3.22 No. of students participated in NCC events:

University level NIL

State level NIL

National level NIL

International level NIL

3.23 No. of Awards won in NSS:

University level NIL

State level NIL

National level NIL

International level NIL

3.24 No. of Awards won in NCC:

University level NIL

State level NIL

National level NIL

International level NIL

3.25 No. of Extension activities organized

College forum
University forum NCC NSS Any other

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

1. Blood donation camp.
2. Road safety week – Traffic awareness rally
3. Polio rally
4. Clean India Programme
5. Eye care camp
6. Voter awareness programme
7. Temple Cleaning
8. Tree plantation

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	29600 Sq.m	--	--	29600 Sq.m
Class rooms	714 Sq. m	--	-	714 Sq. M
Laboratories	49 Sq.m	--	--	49 Sq.m
Seminar Halls	98 Sq.m	--	--	98 Sq.m
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	Purchase of HP server	Special Component plan fund	-
		Purchase of Air conditioner	Special Component plan fund	
		LAN Connection	Special Component plan fund	
		Purchase of Twin Desks	RUSA	
		Purchase of	Special Component	

		Computer	plan fund	
		Setting up of language lab	RUSA	
		Renovation of play ground	Special Component plan fund	
		Purchase of library books		
Value of the equipment purchased during the year (Rs. in Lakhs)	-		-	19,57,652
Others	--	--	--	--

4.2 Computerization of administration and library

Fifteen armed steel chairs were purchased for library reading room

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6219	-	1689	1,26,498	7908	
Reference Books	222	-	15	10494	237	
e-Books	Through N-List					
Journals	04				04	
e-Journals	Through N-List					
Digital Database						
CD & Video						
Others (specify)	247 Books		10		257	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	40	01	51 PCs	-	-	-	-	-
Added	11	-	LAN facility	-	-	-	-	-
Total	51	01	-	-	-	-	-	-

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

- Computer access is provided to non-computer science students
- All the computers in the laboratory and staff room are connected to internet and are locally connected
- ICT training programme is conducted for the staff and the final year students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1,00,000
ii) Campus Infrastructure and facilities	11,45,643
iii) Equipments	1,97,226
iv) Others	1,06,190
Total :	15,49,059

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The college has a good number of following student welfare schemes with the view to promote a stress free, healthy learning atmosphere. These support services are intimated to the students through circulars and student representatives of IQAC.

- Language lab was set up to enrich the communication skill of the students
- Ladies retiring room was set-up with the basic facilities.
- Remedial classes were conducted for the slow learners.
- Reservation policies for students belonging to OBC/MBC/SC/ EBC/BCM and rural - are applicable as per Government norms during the admission.
- College library is facilitated with the Book Bank Scheme for the SC/ST students. Each student has the facility of taking two more books apart from the usual two books taken on their accounts. He/She can retain the books till the examinations are over.
- Separate toilet and specially built ramp facility are made available for differently-abled students. Manual help is extended whenever necessity arises.
- Hostel run by Aadi-Dravidar Welfare Department, Government of Puducherry, is made available for men and women SC/MBC students.
- PONSHE offers financial support to B.B.A., students for All India Educational tour.
- State NSS cell offers financial support for selected NSS students for their All India tour.
- The College is bringing out Annual Magazine every year. The College Magazine is the ideal media for the students to exhibit their literary and creative talents, featuring poems, short stories, sketches and the items of general interest.

- College provides financial assistance for the participation in Intercollegiate/University level tournaments conducted by Pondicherry University.
- Soft skill programs are arranged by ICT academy, Dept. of Information Technology, Government of Puducherry.
- Personality Development Programmes are organized in the college.
- Slow learners/students who are at risk of failure and dropouts are given due care by the concerned Department through tutorial system. Their progress is monitored through Unit test and Model Examination.
- The 24x7 Medical College Hospital (Adjacent to our campus) is available to students for any emergency help.

5.2 Efforts made by the institution for tracking the progression

- Personal guidance, on both academic and non-academic matters, is made available to the students through mentoring, which is offered in the College at multiple levels. Besides the course teachers, each class has a class teacher(TUTOR) whom the students can approach for academic and personal counselling.
- Each student meets their tutor, on a one-to-one basis, at least three times every semester. These are out-of-classroom personal meetings in which the mentor gets to know the student personally and keeps track of their academic performance, attendance record and so on.
- Departments maintain students profile in which they enter their academic updates and curricular progress. Tutors offer academic counselling to students, help them choose elective courses, recommend them for remedial coaching, if necessary, and also meet parents of their mentees to update them on their progress.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
560	-	-	-

(b) No. of students outside the state

21

(c) No. of international students

NIL

Men	No	%	Women	No	%
	272	48.5		288	51.5

Last Year(2015-16)						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
21	139	-	385	01	546	124	102	-	334	01	560

Demand ratio 1:3

Dropout % : 08

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

- Competitive examination books and magazines are made available in the library.
- Separate coaching class is arranged by the college for State/Central (LDC, VAO, SI, IRBn etc.,) level competitive exams. Two of our students got selected as Home Guard in IRBn.

No. of students beneficiaries

10

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

The Placement Cell is effectively functioning in our college. Dr. Sabu K.Thankappan, Assistant Professor & Head, Department of Tourism is the Co ordinator of the cell.

- Our college students have participated a Mega Job Fair organized by Labour Department, Government of Puducherry at Tagore Arts College on 04/03/2017.
- College Placement Cell has organized a Career Guidance Program named “Shaping the Future” in association with Achariya Training Academy on 17/03/2017 at college auditorium.
- Bharathi Airtel, Puducherry zone has consented to provide one month Internship Training to our college students during summer vacation.
- Students from the Department of Tourism and the Department of Commerce have attended interviews conducted by Bright HR Consultancy, Puducherry for the post of Front office assistant and Accounts Assistant in tourism and audit firms on 31/03/2017 and 1/04/2017 respectively.

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
02	50	10	NIL

5.8 Details of gender sensitization programmes

- Workshop On **Gender Sanitazation and Legal Awarness** was organized by **RGNIYD** and **NSS Cell Puducherry** from 17.02.2017 to 19.02.2017.
- World Women's day was celebrated in our college on 08.03.2016. The function was presided over by the Chief Guest Dr.Rajini Chanolien and Dr.Roselin Prabha. and gave a talk on Women & Identity, Empowerment of women in Higher Education, Violence against Women- Vulnerabilities and Strategies, Self defence for Women.
- An equal opportunity cell was constituted and following needs were fulfilled for the women students
 - Ladies retiring room
 - Toilet facilities
 - Incinerators in the toilets
- Self defence class (Karate) was organized for the girls students

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	-	-
Financial support from government	150	-
Financial support from other sources	01 (Scooter from Social welfare Department)	-
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:

1. Hostel facility for the boys students were arranged with the help of the Aadi thiravidar welfare department.
2. Ladies retiring room was setup for the girls students.
3. Ladies wash rooms were renovated.
4. RO system –water purifiers were installed for the students
5. Additional computers were purchased for the computer lab.
6. Additional computers with internet connection were made available in the reading room of the library.
7. Language lab was setup.
8. New twin desks were purchased and some of the desks were repaired.
9. Proposals were sent for starting of PG courses .
10. Remedial classes were conducted for the slow learners

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To impart quality education and to produce employable students.

Mission: To provide in-depth knowledge in fundamentals to rural students to improve the learning and analytical skills

To develop the overall personality of the students and to mould them into good citizens with integrity.

6.2 Does the Institution has a management Information System ?

No.

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

6.3.1 Curriculum Development

The curriculum is prepared by the affiliating university, Pondicherry University. Puducherry, Being an affiliated institution, well experienced staff members of our college are made involved in curriculum designing. They will share their views and ideas and contribute their suggestions based on the feedback of the stakeholders. We are always in tune into the latest trends in education and guidelines.

6.3.2 Teaching and Learning

1. Lecture plan is prepared in the beginning of the semester and the syllabus coverage is recorded.
2. Well stocked library is provided for the students.
3. Result analysis is done and weak students are identified.
4. Remedial classes are conducted for the students.
5. Innovative practices like Power point presentation, serial seminars, group discussions, quiz programmes and debates in teaching are implemented.
6. Seminars, workshops and quality improvement programmes are conducted.
7. Feedback is collected from the students and their parents.
8. Model examination is conducted for the students.

6.3.3 Examination and Evaluation

The University follows OASIS (online admission and student information system) for conducting the degree examinations. It is the online registration process in which user IDs and Password are given. The institution makes entry like students' name, father's name, gender, date of birth, address, etc., and University is assigning Register Number to the each student.

The students appearing for examination is enrolled. The number of papers appearing and fee amount is also entered in this online system. The college generates hall ticket for the students, Datewar and galley provided by the University.. During examination, the absentee's statement, internal assessment marks, etc. are submitted to the University through online only. Single valuation by External Examiners is followed for UG Papers evaluation.

The University has initiated various evaluation reforms viz.

1. Introduction of Online Admission & Student Information System (OASIS).
2. Introduction of internal assessment system.

3. Publication of examination result by online.

The college has adopted various University reforms concerning evaluation viz.

1. Same pattern of question papers is used in house examination.
2. Internal assessment is awarded to the students as per the University criteria.
3. Class tests and unit tests are conducted to evaluate the performance of students.
4. Student centric learning through assignments, projects, seminars and practical sessions.

One University Representative will be appointed by the University for the College to ensure the smooth conduct of University examination.

External examiners will be appointed for the smooth conduct of practical examinations.

6.3.4 Research and Development

College encourages all the faculty members to avail financial aid available in this regard from UGC and other bodies to improve the research activity.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- E-Books, e-journals can be downloaded through INFLIBNET.
- Book bank scheme is available in the library for the SC students.
- ICT training programme is offered by the government for the final year students.
- Interactive white boards and LCD projectors are used for the students.
- Sports ground was renovated and sports equipments were purchased.
- Students are encouraged to participate sports events at University, State and National level.
- Ladies retiring room is made available.
- Computer laboratory, Principal's chamber and administrative office are air-conditioned.
- Computer lab and reading room are provided with additional computers.
- Language lab is setup for improving the communication skill of the students.
- All the computers are LAN connected.
- Additional CCTV cameras are installed in the college campus.

6.3.6 Human Resource Management

- Teaching hours are effectively utilized by the staff members as per UGC norms.
- Punctuality of the staff members are maintained using bio-metric system of attendance.
- Each department is provided with sufficient number of faculty members.
- LCD projectors are utilized and it helps in time management.
- Various cells like NSS, YRC, RRC, Anit-Ragging Cell, and Sexual Harassment Cell are formed among the staff members
- Study permission is given to staff to pursue their higher studies.
- Staff members are eligible to avail their leave as per government norms.
- Prior intimation of leave helps in making alternate arrangement for their work.
- Evaluation of staff is done using confidential report.
- Periodical increments are given to all the staff members.

6.3.7 Faculty and Staff recruitment

As it is a Government run institution, naturally it attracts the teachers of best quality from everywhere.

The Government has its own norms for the recruitment of teachers and is directly involved in the selection process of teachers for government colleges. The Pondicherry Society for Higher Education (PONSHE) - strives to recruit and retain teachers who are competent, experienced and experts in their respective field of study. PONSHE advertises in the local newspapers and leading National Newspapers in order to reach the best teachers available also in the other states of country. It invites applications from the eligible persons for the post of Assistant Professor in the various disciplines. The candidate should have the following qualifications.

- i. Good academic record as defined by the University concerned with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited Foreign University.
- ii. Must have cleared the National Eligibility Test (NET) conducted by the UGC,CSIR or the Tamil Nadu-Puducherry Joint State Level Eligibility Test or similar test accredited by the UGC like SLET/SET.
- iii. Notwithstanding anything contained in sub-clauses (i) and (ii) above, candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.

6.3.8 Industry Interaction / Collaboration

- (i) Guest lectures by the industrial experts are arranged to the students
- (ii) On the job training is given to the B.B.A. students in various hotel industries.
- (iii) B.C.A. Students are doing their final semester projects in various industries.
- (iv) Data base of the eligible students are sent to various companies by the placement cell.

6.3.9 Admission of Students

The college admits the students solely on the basis of merit in the qualifying examination. Centralized Admission Procedure for Arts and Science Colleges (CAPASC) is followed. Selection of students to the course is based on marks obtained in qualifying exam.

CAPASC follows reservation policy as per the Government orders issued from time to time.

Candidates who appeared for the supplementary examinations can also submit the filled in Application Form to The Convenor, CAPASC on or before the last date. However, such candidates should submit the attested photo copy of mark statement of the qualifying examination within five days from the date of issue of mark sheet. These admissions are done strictly according to the conditions laid down by Pondicherry University.

6.4 Welfare schemes for

Teaching	1. Residential quarters 2. Medical reimbursement 3. Children education allowance 4. LTC 5. Child care leave
Non teaching	
Students	1. SC students Scholarship by Adi-Dravider Welfare Department 2. Post-Metric Scholarship for meritorious students 3. Scholarship for Muslim Community students from state Wakf Board 4. Scholarship for Fisherman community from Fisheries Department 5. Book bank Scheme in the library 6. Internet facility in the computer lab 7. Nominal fee structure 8. ICT training by the government

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	PONSHE	Yes	Principal
Administrative	Yes	PONSHE	Yes	CA. Sonal Metha

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?

NA

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

NA

6.11 Activities and support from the Alumni Association

Interaction with present students, sharing of knowledge, experience, suggestions, etc

6.12 Activities and support from the Parent – Teacher Association

The College does not have an established Parent – Teacher Association. However there are activities organised by the college wherein parents are encouraged to attend. In the beginning of every academic year, it is mandatory that parents of I year students to attend an Orientation programme organized by the institution. Departments organise parent- teachers meeting periodically to update them about their ward's performance.

6.13 Development programmes for support staff.

NIL

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

The garden is maintained by a Gardener with utmost care. A beautiful lawn and an attractive fountain welcome us to the college. This greenery helps to refresh the mind and gives concentration.

- **Energy conservation:** All the classrooms are ventilated and well-lighted and do not require artificial lighting during day time. Staff and students are advised to turn off all the electrical items when they are not using them.
- **Water Harvesting:** Rain water harvesting structures have been installed in the campus.
The water overflow is checked and the leaking points are identified and repaired immediately. Suitable measures are taken to prevent wastage of water. Rain water is not allowed to drain off.
- **Efforts for Carbon Neutrality:** Plantation of trees was increased to absorb CO₂ emitted in the atmosphere and to provide an effective screen in covering carbon inflow. The college has a specific parking shed for vehicles which assures a pollution-free environment. Also, students are motivated to use bi-cycles. Campus has adequate number of trees to maintain the air quality by absorbing carbon dioxide and releasing oxygen.
- **Plantation:** The College has a green and serene atmosphere. Students take keen interest in tree plantation every year and they organize special programmes for plantation of trees within the campus.
- **Hazardous Waste Management:** Hazardous Waste in the college is very much negligible. As there are four sanitary assistants, the sanitary wastes are disposed periodically.
- **E-waste Management:** The e-waste generation is very minimal in the campus. If the computers and its accessories are not in a working condition, they will be immediately

repaired and reused again in the computer laboratory. If their life time is over, the old computers and spare parts are disposed by 'Pay-Back' scheme.

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.

1. Received grants from RashtriyaUchcharShikshaAbhiyan (RUSA)
2. ICT tools were purchased for office administration and the library.
3. The class rooms, staff rooms and office rooms were repaired and sports ground was entirely renovated.
4. 6Ladies retiring room was made available and ladies toilets were renovated.
5. Additional computers in the reading room help the students to download study materials from the internet.

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

Plan of Action	Achievements
Staff members are to be instructed to prepare the course plan and the syllabus completion is to be verified by the respective HODs.	Syllabus was completed as per the course plan.
Parent-Teacher meeting is to be conducted department wise and the parents are be updated about their ward's performance.	Parent -Teacher meeting was conducted.
Workshops, Seminars and conferences are to be organized for both students and teachers	Organized workshops and Seminars for the students
Students requirements are to be fulfilled	As per their request, the following facilities were made available. 1. Installation of incinerator in ladies wash rooms.

	<ol style="list-style-type: none"> 2. Installation of RO system. 3. Setting up of canteen 4. Additional chairs in the reading room. 5. Renovation of ladies toilet. 6. Hostel facility for boys students. 7. Renovation of play ground and purchase of sports articles. 8. Setting up of language lab and ladies retiring room
Additional CCTV cameras are to be installed	10 CCTV cameras were installed

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

Ref. Annexure II

7.4. Contribution to environmental awareness / protection

The College constantly seeks to promote the Care of Mother Earth initiative. One of the primary objectives of the institution is to sensitise students on environmental issues and to motivate them to promote ecological justice and sustainable development. The College, on a regular basis, makes a thorough environmental assessment of the campus and implements healthy ecological practices in water and energy conservation and waste management. The three ‘R’s: “Reduce”, “Reuse” and “Recycle” form the essence of every eco-friendly practice adopted in the College. Some of the eco initiatives of the campus include:

1. Green cover with more number of trees
2. Reverse Osmosis plant
3. Rain water harvesting
4. Herbal garden
5. Safe disposal of laboratory wastes
6. Cleaning the garden by NSS.

7.5 Whether environmental audit was conducted? Yes No

8. Plans of institution for next year

1. Enhancing research activities and publications
2. Curriculum Restructuring
3. Conducting Faculty development programmes.

4. Organizing Workshops, seminars and conferences for the students
4. Introducing eco friendly infrastructure facilities
5. Introducing PG courses and increasing the strength in the existing courses
6. Constructing a new building with auditorium
7. Building a separate building for women cell.

Name: Dr.V. INDIRA,

ASST PROFESSOR OF MATHEMATICS



Signature of the Coordinator, IQAC

Name: Dr. W.V. BALAJI

PRINCIPAL



Signature of the Chairperson, IQAC

Abbreviations:

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



Best Practice – I:

1. Title of the Practice:Tutor –Ward system.

2. Goal of the Practice:

The objective is to identify and rectify the academic problems, cultivate civic responsibilities and to improve the communication skills of the students. It makes them disciplined and motivated to perform good in academic career.

The Context:

To analyze student's academic performance, achievements in curricular and extracurricular activities, support services and requirements.

3. The Practice:

The students in the class are divided into groups and each group is taken care by a tutor. The tutors guide the students under them. Also, students feel free to communicate their problems to their Tutors. They monitor all the problems of the students and try to rectify them.

4. Evidence of Success:

The creativity and hidden talents of the students are improved by this practice. It also helps the students to avoid the thinking of suicide. The contents, teaching methodology and evaluation process and constant counseling refined these students to make this practice a fruitful one.

5. Problems encountered and resources required:

Most of the students belong to first generation. As a result, it is a problem to sustain their grasping power, concentration and interest throughout the class.

6. Notes:

- Introducing and updating innovative teaching-learning and evaluative methods.
- Feedback from stakeholders.

Best Practice – II:

1. Title of the Practice: Periodical meeting with the students to resolve their grievances.

2. Goal of the Practice:

The objective is to get feedback periodically from the students to solve their grievances. These meetings make them disciplined and motivated them to come out with their views and needs.

The Context:

To create conducive environment for the students which enable them to concentrate more on their studies.

3. The Practice:

Meetings are conducted with the students' representatives periodically.

Before convene the meeting with the student representatives from each class, they are insisted to discuss with their classmates regarding the agenda of the meeting.

Student representatives attend the meeting with the head of the institution with all the students' feedback and suggestions of the agenda.

This helps the Principal a lot to resolve their problems then and there.

4. Evidence of Success:

The impact of this programme extends beyond academics and has created a sense of Togetherness and mutual understanding.

5. Problems encountered and solved

Hostel facilities for boys were made available. The following infrastructure facilities were made available as per the students' request.

1. Ladies retiring room
2. Language lab
3. RO system
4. Napkin incinerator. etc.