

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution: Perunthalaivar Kamarajar 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: Dr. S. Babu
Tel. No. with STD Code: 0413-2641381
Mobile: 9443616759 / 8248058045
Name of the IQAC Co-ordinator: Dr. V. Indira
Mobile: 88070 39087
IQAC e-mail address: pkaciqac@gmail.com

1.3 NAAC Track 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/aqar2017-18.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:

2017-18

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

i. AQAR _____ 12.10.2017 _____ (DD/MM/YYYY)

ii. AQAR _____ 01.07.2016 _____ (DD/MM/YYYY)

0 Institutional Status

University	State	Central	Deemed	Private
Affiliated College	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Constituent College	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Autonomous college of UGC	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

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

2.2 No. of Administrative/Technical staff

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 : 05

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

- Puducherry kalai illakkiya Peru Mandram
- Tamil Illakanathil Vetrumai
- Digital Locker Training Program
- Goods and Services Tax

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. The IQAC, through its activities, has been an agent of change in the institution ensuring efficient performance of academic and administrative tasks.

- Grants were received from RUSA and utilized for various development of the college.
- A Language lab with 1+15 computers was set up to develop the listening, speaking, reading and writing skills of the students.
- Digital ICT Kit 20 numbers were purchased for BCA Students to cope up with the syllabus of CBCS

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 both teachers and students

* 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 stake holders* 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.

Choice based credit system was introduced for all the courses from the academic year 2017-18.

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

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty:

Total	Asst. Professors	Associate Professors	Professors	Others
22	22	-	-	-

2.2 No. of permanent faculty with Ph.D.

17

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
22	9	-	-	-	-	-	-	-	-

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

-	-	9
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	8	11	3
Presented papers	10	4	-
Resource Persons	1	-	1

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.

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

01	-	-
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2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise

Distribution of pass percentage : (2015-18 Batch)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. (Functional Tamil)		-	20	80	-	46
B.Sc.(Mathematics)						47.36
B.B.A. Tourism						80
B.C.A.(Computer Applications)						74.07
B.Com						58

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	02
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	05
Summer / Winter schools, Workshops, etc.	10
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	9	-	-
Technical Staff	-	1	-	-

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	7	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	10	-	-

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

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

3.12 No. of faculty served as

experts, chairpersons or resource persons :03

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
-	-	-	-	-	-	-

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 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

College forum	<input type="text" value="NIL"/>	<input type="text" value="NIL"/>	
University forum	<input type="text" value="NIL"/>	NCC	<input type="text" value="NIL"/>
Any other			NSS <input type="text" value="15"/>

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

- Participated in the International Yoga Day conducted on 21-06-2017 at Puducherry Beach.
- Voter ID Awareness Program was conducted on 05-07-2017.
- Conducted Essay Competition and Elocution on Occasion of Perunthalaivar Kamarajar Birth Anniversary on 10-07-2017.
- Electronic Wastage Awareness Programme was conducted on 12-07-2017.
- Celebrated Perunthalaivar Kamarajar Birthday , Students Who Won In Essay and Elocution competition were Awarded Prizes on 14-07-2017.
- Campus Cleaning , Clean India Fortnight Pledge was conducted on 01-08-2017.
- Clean India Fort Night Campaign rally was conducted in the adopted Village Kalitheerthalkuppam on 02-08-2017.
- Essay Competition and Elocution was conducted on Occasion of Vaanidhasanar Birth Anniversary on 04-08-2017.
- Campus Cleaning was conducted on 04-08-2017, 07.08.2017 &08.09.2017.
- Vanidhasanar Vizha was celebrated on 08-08-2017.
- Awareness Program was conducted on 10-08-2017.
- Independence Day was Celebrated on 15-08-2017.
- Blood Donation NSS Volunteers attended Blood Donation Camp at Thirubuvanai on 17-08-2017.
- Attended E-Waste Management Workshop at Lawspet Planetarium on 31-08-2017.
- Blue Whale Challenge Awareness Program was conducted on 13-09-2017.
- Bharathiyar Ninaivu Vizha was celebrated on 14-09-2017.
- Swachata Hi Seva Campus Cleaning was conducted on 15-09-2017.
- Participated in International Coastal Cleanup day on 16-09-2017 at Puducherry Beach.
- Swachatta Hi Seva Campus Cleaning was conducted on 17-09-2017.
- Electoral Rolls, Voter ID Awareness Program was conducted on 22-09-2017.

- Rally for Creating Awareness for voter Electoral Card was conducted in the adopted village Kalitheerthalkuppam on 28-09-2017.
- NSS camp for Unit-II was conducted for seven days from 26.02.2018 to 04.03.2018
- Women's day was celebrated on 08.03.2018.

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.	NIL	Digital trainer kits were purchased	RUSA	20
	NIL	Language lab computers	RUSA	16
Value of the equipment purchased during the year (Rs. in Lakhs)	-	11 Computers (473029.50) Trainer kit (218675.00) Language lab (699955.00)	RUSA	13,91,659.00
Others	--	--	--	--

4.2 Computerization of administration and library

Library was automated in the academic year 2015-16 itself with MODERNLIB software. Further it was furnished with fifteen armed chairs in 2016-17.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6219	-	800	2,09,288	7019	
Reference Books	222	-	6	7994	228	
e-Books	Through N-List					
Journals	05				05	
e-Journals	Through N-List					
Digital Database						
CD & Video						
Others (specify)	247 Books				247	

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

4.6 Amount spent on maintenance in lakhs : (to be added)

i) ICT	50000
ii) Campus Infrastructure and facilities	NIL
iii) Equipments	NIL
iv) Others	15000
Total :	NIL

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 and it is functioning.
- 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 Adi-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.
- The College is bringing out 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. In addition to the annual report, reports by the individual Departments and clubs are published.
- College provides financial assistance for the participation in Intercollegiate/University level tournaments conducted by Pondicherry University.
- 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, they also meet parents of their mentees to update them on their progress.
- Students are motivated to appear for NPTEL online course offered by IIT and some of our students and faculties completed courses under this programme.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
603	-	-	-

(b) No. of students outside the state

29

(c) No. of international students

NIL

Men	No	%	Women	No	%
	299	49.5		304	50.5

Last Year(2016-17)						This Year(2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
49	141	-	364	01	555	152	113	1	335	2	603

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.

No. of students beneficiaries

10

5.5 No. of students qualified in these examinations

NET	NIL	SET/SLET	NIL	GATE	NIL	CAT	NIL
IAS/IPS etc	NIL	State PSC	NIL	UPSC	NIL	Others	02- Home Guard

5.6 Details of student counselling and career guidance

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
NIL	NIL	NIL	10

5.8 Details of gender sensitization programmes

- World Women's day was celebrated in our college on 08.03.2018. The function was presided over by the Chief Guest Advocate Srimathi. Meenakshi, Dr. Avvai Nirmala, Associate Professor, Dept. Of Tamil, Srimathi. Jayanthi rajavel, Anbe Sivam Trusee, Puducherry. Also an Essay competition was conducted in the college in the contemporary women empowerment topics to impart awareness for World Women's day celebration.
- Equal opportunity cell is functioning in the college through which many facilities were made available for women students in the college like, ladies retiring room, renovation of ladies toilets, self defence class for women .

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	75	-
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:

- a. Self defence class for women students
- b. Repairing of fans in their classes
- c. Repairing of water tap in wash basin.
- d. More number of Mathematics Books in the library (Proposal given to the government)
- e. More number of computers in the library (Additional 11 computers provided to the students in the lab)
- f. Dust bins in the ground.
- g. Physical education classes in their time-table
- h. Bus facility (Proposal given to the government)

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 monitored.
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. Seminars, workshops and quality improvement programmes are conducted.
6. Feedback is collected from the students.
7. Model examination is conducted for the students.

6.3.3 Examination and Evaluation

The University has recently introduced the OASIS 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. Introduced CBCS system
2. Introduction of Online Admission & Student Information System (OASIS).
3. Introduction of internal assessment system.
4. Introduction of objective questions in the B.A (Functional Tamil) question papers.
5. 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 boost 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.

6.3.6 Human Resource Management

- 1 Teaching hours are effectively utilized by the staff members as per UGC norms.
2. Punctuality of the staff members are maintained using bio-metric system of attendance.
3. Sufficient number of faculty members are provided to each department.
4. ICT tools are utilized and it helps in time management.
5. Various cells like NSS, YRC, RRC, Anit-Ragging Cell, and Sexual Harassment Cell are formed among the staff members
6. Study permission is given to staff to pursue their higher studies.
7. Staff members are eligible to avail their leave as per government norms.
8. Prior intimation of leave helps in making alternate arrangement for their work.
9. Evaluation of staff is done using confidential report.
10. 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 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 were 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

Various colleges affiliated to Pondicherry university aim to reach out to diverse sections of the society to provide equal opportunities for education and offer an excellent platform for the students to strive towards rewarding experiences and opportunities. Selection of Candidates for admission to all the Degree courses will be based on the Merit list prepared by CENTAC (Centralized admission committee).The highest mark obtained in any ONE language paper (English, Tamil, Hindi, Malayalam, Telugu, Arabic or French) and the marks of the best three main papers irrespective of the board of examination will be taken into consideration to arrive at the aggregate percentage.

6.4 Welfare schemes for

Teaching & Non teaching staff	<ol style="list-style-type: none"> 1. Residential quarters 2. Medical reimbursement 3. Children education allowance 4. LTC 5. Child care leave
Students	<ol style="list-style-type: none"> 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

NIL

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	Chartered Accountant

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

For UG Programmes Yes - No

For PG Programmes Yes NA No NA

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 the academic year it is mandatory that parents of I yrs’ students attend an Orientation on all academic programmes and student support services offered on campus. Departments organise a one-on-one dialogue with parents whose children need further support and counselling services to enhance performance.

6.13 Development programmes for support staff.

They are motivated to attend the ICT training programme organized by the government of Puducherry.

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 has been 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. Our B.B.A., students involved in tree plantation and planted 100 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 Rashtriya Uchchatar Shiksha Abhiyan (RUSA)
2. Various workshops, Seminars and guest lectures were arranged
3. Library was automated through MODERNLIB software.
4. ICT tools were purchased for office administration and the library.
5. Language lab was setup for the students
6. A ladies retiring room was setup and it is functioning.
7. The class rooms, staff rooms and office rooms were repaired and sports ground was entirely renovated.

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. Parent-Teacher meeting is to be conducted department wise and the parents are to be updated about their ward's performance. Workshops, Seminars and conferences are to be organized for both students and teachers	Syllabus was completed as per the course plan. Parent -Teacher meeting was conducted. Organized workshops and Seminars for both teachers and students

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. Conducting Faculty development programmes.
3. Organizing Workshops, seminars and conferences for the students
4. Introducing eco friendly infrastructure facilities
5. Introducing PG 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. S. Babu

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:

Title of the Practice: NPTEL (National Programme on Technology Enhanced Learning) online course

Goal of the Practice: NPTEL online course is a joint initiative of the IITs and IISc. Through this initiative, they offer online courses and certification in various topics. The main goal of this course is to create more job opportunities for the students. Also, All India Council for Technical Education (AICTE) the statutory body and a national-level council for technical education, under Department of Higher Education, Ministry of Human Resource Development and NPTEL have signed an MOU on July 24, 2018 whereby advanced NPTEL online certification courses are approved for Faculty Development Programme (FDP) by AICTE.

The Practice: Students in all the departments are motivated to join the NPTEL online course by the SPOC (single point of contact) NPTEL. Various courses are offered in various disciplines by the NPTEL and the students can opt the course which is relevant to their core subject. Assignments are given and finally the online examinations are conducted. Students are awarded medals and certificates for those who are successfully completing the course.

Evidence of Success: Students started registering various courses offered by NPTEL and many of them received certification from IIT for their course completion.

Problems encountered and resources required: Students find it very difficult to download the study materials and upload the assignments with the available infrastructure. Hence, we are planning to submit a proposal for enough infrastructure.

Best Practice – II:

- 1. Title of the Practice:** Adoption of a Village - Nallur
 - 2. Goal of the Practice:** The objective of this practice is to create awareness among the village people about education, health and hygiene through various programmes and counselling. Also, our affiliated University insisted all the colleges to adopt one village and to support them for their upliftment.
 - 3. The Practice:** One leader from the village acts as a representative of the village and he will coordinate with the people for their cooperation in the programmes conducted in their village by our college. Also, there is a Nodal officer for this programme in the college and she/he will initiate the activities in the village.
 - 4. Evidence of Success:** We are planning to conduct eye camp, awareness programme for education, health and hygiene and etc.
- 5.1. Problems encountered and resources required:** As this process was started at the end of the year, we were unable to conduct more number of programmes and also we require the financial support from the government for the smooth conduct of such programmes.