



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		PERUNTHALAIVAR KAMARAJAR ARTS COLLEGE
Name of the head of the Institution		Dr. S. Babu
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04132641381
Mobile no.		9443616759
Registered Email		pkartscollege@gmail.com
Alternate Email		drbabu1961@yahoo.com
Address		Kalitheerthalkuppam, Puducherry-605 107
City/Town		Puducherry
State/UT		Puducherry
Pincode		605107
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. V. Indira
Phone no/Alternate Phone no.	04132641882
Mobile no.	8807039087
Registered Email	pkaciqac@gmail.com
Alternate Email	pkaciqac@dhtepy.edu.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://pkartscollege.org/pdf/iqac/aqar%202018-19.pdf
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4. Whether Academic Calendar prepared during the year

if yes,whether it is uploaded in the institutional website: Weblink :	Yes http://pkartscollege.org/pdf/Academic%20Calender%202019-20.pdf
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5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.01	2015	01-May-2015	30-Apr-2020

6. Date of Establishment of IQAC

06-Aug-2015

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Students were advised to use the suggestion box to express heir grievences	12-Jul-2019 1	16

and inconvenience in the college		
A seminar for gender sensitization was organized to both boys and girls in the title	13-Mar-2020 1	150
Purchase and repairing of twin desks	06-Jun-2019 1	723
The green club, the sports and cultural clubs were inaugurated to facilitate co-curricular and extra curricular activities among the students	10-Feb-2020 1	150
Staff members were insisted to maintain individual students' attendance which includes the topics covered, continuous internal assessment and final grades obtained by the students	11-Jul-2019 180	15
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	7
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of	No

the funding agency to support its activities during the year?

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Requested the Secretary to the Govt(Education) for the construction of additional classrooms

Requested for the DA, TA, and accommodation charges for the students of BBA when they go for a study tour.

Purchase of students' desk

Purchase of additional computers and repairing of old ones

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Repairing the doors of classrooms, security guard room, washrooms, and staircase headroom.	The work was completed.
To buy UPS for the office, Principals' chamber and language lab	Installed UPS in the college office, Principals' chamber and language lab
To purchase additional CCTV cameras	Purchased four additional CCTV cameras.
Renovation of Auditorium	Proposal submitted and approval is awaited
Face lifting the college building in view of NAAC	Permission accorded for the same by the government and the tender was floated by PWD to execute the work
To start PG programmes in Tamil and Mathematics	Proposal submitted to the government to start PG programmes in Tamil and Mathematics and yet to receive the approval.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
IQAC	25-Feb-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	20-Mar-2020
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Efficient planning and effective delivery of curriculum have become an important requisite for an educational institution. Each and every course was weighed and classes were allotted as per the requirements of the syllabus and according to the guidelines laid out by the university. This curriculum delivery was executed, analyzed, and improved at each and every stage. The entire methodology was documented in order to maintain a record of the work done and to keep track of the progress of the teaching learning process. The college has CBCS i.e., choice based credit system, under the purview of the norms laid out by the UGC. Choice based credit system converts all the percentiles into Credits, thereby helping the students to pool their credits rather than adding their percentiles. The CIE ie the Continuous Internal Evaluation which qualitatively and quantitatively assesses each and every student's progress and performance was adopted. The continuous assessment helped the students in regular revisions of subjects and regular practice in written expression which armed them sufficiently towards improving their overall capabilities in written examinations. The Tutor and Ward mentoring system which will guide the students in an effective way was used. The tutors looked into individual needs and grievances focusing individual attention in curricular and extracurricular activities. Meetings between parents and teachers were arranged regularly in order to ensure an effective system of feedback and an efficient system of redressal of grievances. This made each and every parent familiar with the internal functioning of the college system and the evaluation process of their wards in the college setup. Feedback forms were issued and collected from Students and Parents alike and a formal amalgamation of best executive mechanisms was framed. The feedback gave the scope for an effective redressal method which aimed at exploring and exposing the needs of the students and the measures to be adopted by the staff to fulfill their expectations. Attendance was regularly and diligently monitored and recorded in the registers maintained in each Department. Chronic absenteeism had been identified and tackled appropriately and instantly. Parents were intimated regularly regarding the progress of their wards and their attendance was also intimated. Each faculty member has been maintaining student attendance registers for individual subjects with the help of which he or she was able to gauge the student presence and progress in his or her course, classes, and topics concerned. Before the start of every semester, syllabus coverage plan, lesson notes, and course plans were meticulously drawn. The flow of classes, topics, and syllabus covered, recorded in the individual staff attendance enabled the faculty members to self evaluate their progress in the process of

completion of the syllabus assigned to them. The members of the staff were allotted workloads in accordance with the UGC norms with which they diligently comply. All the above strategies were tactically implemented in order to reap maximum benefits out of our teaching and learning process.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	NA	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Tamil	27/06/2019
BSc	Mathematics	27/06/2019
BBA	Tourism	27/06/2019
BCA	Computer Applications	27/06/2019
BCom	General	27/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Tourism	130
BCA	Computer Applications	39
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No

Employers	No
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

Feedback has become one of the most essential criteria of any system which enables one to determine, understand and develop the activities involved in its process. In our institution, feedback is sought not only from the students but also from parents. Feedback from students: Feedback about the teachers, institution, and curriculum is obtained from the students. The questionnaire has been designed to strengthen the quality of the teaching-learning process and environment of the institution. Students have responded for 4 point scale with the most positive response rated as 4 and the most negative response rate as 1. A student is eligible to give his/her feedback about the teacher only if he /she has attended 75 of the class handled by the said teacher. Thus the genuinity of the response is ensured. Attributes such as classroom teaching, evaluation, and overall personality of the teacher assessed through questions on understanding of the subject, syllabus coverage, class preparation, time-management, unbiasedness in evaluation, providing encouragement and motivation for the student, communicative and presentation skills, accessibility and commitment of the teacher are posed to analyze and evaluate the teacher. The feedback thus obtained is analyzed using the scale and the performance of each teacher is evaluated and summarized by the Heads of each department for further discussions with the Head of the Institution. The teaching staff is then instructed to take appropriate steps to make the teaching-learning process more effective and fruitful. For example, ours being a rural institution, the students struggle to clear the foundation English course, we have offered Remedial class to solve this problem, special coaching class for the competitive exams was conducted on week-end Feedback from Parents: The feedback is mainly aimed at assessing and developing the administration of the college. The questionnaire focused on the infrastructure already available in the college like a classroom, lab, canteen, library, drinking water, washroom, parking, and the administrative matters such as fee structure, exams, grievance redressal, co-curricular and extracurricular activities. The same scale of 4 to 0 is used to analyze, evaluate and summarize the feedback. The parents are also encouraged to give suggestions about the functioning of the college which is then discussed with the Head of the Institution to take necessary measures to improve the quality of education. Feedback on Curriculum: Feedback on curriculum has been obtained from the students with the aim of improving learning outcomes in the further Points concerning the fulfillment of the objective, depth of the course, relevance, and reference are dealt with and suggestions are invited for the improvement of the curriculum to cater to the needs of the ever-changing job market and social set-up. The feedback has been recorded for recommending the worthy suggestions to the next Board of Studies. Thus the feedback obtained has been meticulously recorded, studied, and evaluated in a transparent manner to enable and ensure that the college proceeds in the path of regular improvement and steady progress.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
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BA	Tamil	60	Nil	58
BSc	Mathematics	60	Nil	45
BBA	Tourism	60	Nil	56
BCA	Computer Applications	60	Nil	59
BCom	General	60	Nil	59
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	723	Nil	31	Nil	Nil

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
31	31	3	15	Nil	4
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The mentoring system is one of the most recent developments which have been successfully implemented and functioning in the institution. This system aims at counseling and mentoring the students to enable monitoring and mentoring the activities of the students. It aims at addressing the problems of the students, resolving conflicts developing good attitudes, habits and promoting better learning practices to achieve success. Each faculty member is the mentor to a group of students. The number of students of the group depends upon the strength of the staff and students of each department. The allotment of wards to a staff who will be their mentor is done systematically without any prejudice or bias. For this, the students are picked attendance-wise as wards to the staff who are nominated as mentors according to seniority. In other words, the first group in attendance goes to the senior-most staff and the last group in the attendance goes to the Junior most faculty of a given department. The mentor-wards meeting is held at least once a week or (even more frequently when the need arises) to enable proper monitoring and supervision. The teachers and students thereby creating a better learning environment. Each mentor makes himself/herself available to his /her ward to discuss any issues regarding the welfare of the wards. The mentor provides his/ her guidance not only on academic matters but also address personal issues like health, financial and personal problems. The parents of the wards can approach the mentor anytime during college hours for help and assistance in matters concerning the welfare of the students.

The Parents-Teachers meet conduct at the end of each semester after the declaration of the result aims at promoting healthy discussion and interaction with the parents in general and particularly those of the ward such discussion have born their fruit in helping the students to make considerable progress. Special coaching and training are given to the students with learning difficulties by their mentors-students who have arrear, are taken care of by their mentors who give them tests and Assignments in the subject in which they had failed. Thus, the mentoring system serves as a constant watch and check on the students activity and progress not by force but by understanding their problems, fears, and aspirations in their academic journey and thereby support them to achieve success.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
723	31	1:23

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
32	20	12	12	22

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Sridhar	Assistant Professor	Eminent young professor award
2019	Dr. Sridhar	Assistant Professor	Best book author
2019	DR.G.Savundravalli@sudha	Assistant Professor	Best research paper award
2019	DR.C.Vettrichelvi	Assistant Professor	Puduvai tamil sangam
2019	Dr. P. Thilagavady	Assistant Professor	Puduvai tamil sangam
2020	Mrs. R. Krithiga	Assistant Professor	Best research paper award

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BATA1	V/III	16/12/2019	02/07/2020
BSc	BSMT1	V/III	14/12/2019	02/07/2020
BBA	BBAT1	V/III	17/12/2019	02/07/2020
BCA	BCA1	V/III	18/12/2019	02/07/2020
BCom	BCOM1	V/III	16/12/2019	02/07/2020
BA	BATA1	VI/III	31/10/2020	09/11/2020
BSc	BSMT1	VI/III	31/10/2020	20/12/2020
BBA	BBAT1	VI/III	31/10/2020	20/11/2020
BCA	BCA1	VI/III	31/10/2020	20/11/2020
BCom	BCOM1	VI/III	31/10/2020	20/11/2020

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Reforms become essential in every student related scenario and an effective tactic of the evaluation process is very much needed for monitoring student's academic activities and progress. Evaluation systems which have the principal aim of ascertaining the extent of the understanding and assimilation of a given course should also serve as a tool to check, induce and promote the learning capability of the students. To achieve this end, the institution has implemented in accordance with the suggestions and recommendations of the Board of Studies (BoS), the Choice-based credit system (CBCS) with Continuous Internal Evaluation system. A schedule has been prepared by the college for the same. According to this system, each course is allotted a maximum of 25 marks in the Internal Assessment. The said assessment for all theory courses was done on the basis of two Internal Assessment tests together allotted with 15 marks, 5 marks for assignments/seminars/ presentations/ writeups, etc. and 5 marks for attendance. Test marks were calculated by taking into account two best performances out of three tests considered for internal marks. Two assignments were allotted for courses that deal with problems, whereas, theory courses required an assignment or a writeup and a seminar on the topic given as an assignment. A uniform scale to award marks for attendance was followed by all departments as recommended by the BoS. The following weightage was given to attendance: 95 100 (5marks) 90 94 (4marks) 85 89 (3marks) 80 84 (2marks) 75 79 (1mark) No student with less than 75 in any particular course was permitted to appear for the end semester examinations of the said course, however, an overall condonation was permitted for valid reasons such as NCC, NSS, Swatch Bharath and medical reasons. Additional tests were periodically conducted to enable and ensure regular monitoring of the students' learning difficulties and problems. The frequency of the additional tests depended mainly upon the needs of the students and exigencies of the courses studied.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic calendar is an important indicative entity of any college. The Academic calendar formally includes various heads that exhibit important information regarding the structure, function, and operation of the college. The academic calendar was prepared with the aim of not only familiarizing the staff and the students with all activities pertaining to the college but also indicating important details about the college. The academic calendar states the vision and mission of the college, students proforma and time table (to be filled by the student|), details of all courses offered, papers associated with the courses under each department, profile and contact details of each faculty member, their staff in charge of various committees and clubs such as NCC, NSS, Red Ribbon, discipline, fine arts, anti-ragging, etc., constituted for the execution of various activities of the college. It also contains particulars of nonteaching staff and their designations with job profiling. The calendar elaborately lists out the rules and regulations to be strictly followed by the students. The college impeccably follows the university academic calendar with all details concerning holiday working days, in addition to fixing tentative dates for the conduct of internal assessment tests and model exams, the last day for syllabus completion, submission of question papers, and returning corrected scripts. Tentative dates for university examinations are also indicated for the benefit of the students. Thus the academic calendar enables staff and students to access necessary and required information which would enable them to function within the framework and boundaries indicated thereof.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://pkartscollege.org/courses.html>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BCOM1	BCom	General	55	50	91
BCA1	BCA	Computer Applications	38	34	89
BBAT1	BBA	Tourism	42	40	95
BSMT1	BSc	Mathematics	33	32	97
BATA1	BA	Tamil	38	37	97

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://pkartscollege.org/pdf/Feedback%20Analysis%202019-20.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	NA	0	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Seminar on KIIZHADI - THAMIZHINA ADAIYALAM	Tamil	15/10/2019
Seminar on PUDUCHERRY VIDUTHALAI NAAL	Tamil	31/10/2019
Seminar on SOLLULAGIL OOR SUTTRULA	Tamil	22/02/2020
Seminar on LAW AND SOLUTION FOR WOMEN by S. Meenakshi, Advocate in High Court, Madras	Tamil and IQAC	13/03/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
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NIL	NIL	NA	Nil	NA
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	NA	NA	NA	NA	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Principal	1	0
International	B.B.A. (Tourism)	1	5.87
International	B.C.A	6	1.35
International	Physical Education	1	5.24
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
English	2
B.C.A	6
B.A Tamil	11
Principal	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Problems and Prospects of Event Tourism: A case of	Mr Z. Ni hmathullah	Internat ional Journal of Commerce and Management	2020	0	Asst. Pofessor of tourism, PKAC	Nil

Puducherry		Research				
Technique To Classify Social Spammers	Mr. R. V aittilingame	International Journal of Scientific Research in Computer Science and Engineering,	2020	0	Asst. Professor, Department of Computer Applications, Perunthalaivar Kamarajar Arts College.	Nil
Application Of An Effective Wrapper Feature Selection	Mrs. R. Kirthiga	Advances in Mathematics: Scientific Journal	2020	0	Asst. Professor, Department of Computer Applications, Perunthalaivar Kamarajar Arts College.	Nil
Machine Learning Techniques For Spammer Identification: State Of The Art And Analysis	Mrs. R. Kirthiga	Journal of Critical Reviews	2020	0	Asst. Professor, Department of Computer Applications, Perunthalaivar Kamarajar Arts College.	Nil
A Comprehensive Survey of Spam Profile Detection Methods in Online Social Networks	Mrs. R. Kirthiga	Journal of Physics: Conference Series	2019	1	Asst. Professor, Department of Computer Applications, Perunthalaivar Kamarajar Arts College.	1
A Novel Hybrid Algorithm to Classify Spam Profiles in Twitter	Mrs. R. Kirthiga	Webology	2020	0	Asst. Professor, Department of Computer Applications, Perunthalaivar Kamarajar Arts College.	Nil
Analysis of an retrieval queueing system	Dr. J. U dayageetha	Journal of Statistics and Management	2020	0	Asst. Professor, Department of Mathematics Perun	Nil

with priority services, working breakdown, Bernoulli vacation, admission control and balking		Systems				thalaivar Kamarajar Arts College.	
Analysis of retrial queueing system with non-pre-emptive priority services, modified Bernoulli vacation, working breakdown, repair and reneing	Dr. J. U dayageetha	Internat ional Journal of Mathematic s Trends and Technology (IJMTT)	2020	0	Asst. Profesor, Department of Mathema tics Perun thalaivar Kamarajar Arts College.	Nil	
Analysis of non-pre-emptive priority retrial queueing system with two-way commun ication, Bernoulli vacation, collisions , working breakdown, immediate feedback and reneing	Dr. J. U dayageetha	Int. J. Mathematic s in Opera tional Research	2020	0	Asst. Profesor, Department of Mathema tics Perun thalaivar Kamarajar Arts College.	Nil	
Transient Analysis of $M[X1], M[X2]/G1, G2/1$ Retrial Queueing System with Priority Services,	Dr. J. U dayageetha	Pakistan Journal of Statistics and Operation Research	2020	0	Asst. Profesor, Department of Mathema tics Perun thalaivar Kamarajar Arts College.	Nil	

Working Breakdown, Start Up/Close Down Time, Bernoulli Vacation, Reneging and Balking						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Application Of An Effective Wrapper Feature Selection	Mrs. R. Kirthiga	Advances in Mathematics: Scientific Journal	2020	1	Nil	Asst. Professor, Department of Computer Applications, Perunthalaivar Kamarajar Arts College.
Machine Learning Techniques For Spammer Identification: State Of The Art And Analysis	Mrs. R. Kirthiga	Journal of Critical Reviews	2020	1	1	Asst. Professor, Department of Computer Applications, Perunthalaivar Kamarajar Arts College.
A Comprehensive Survey of Spam Profile Detection Methods in Online Social Networks	Mrs. R. Kirthiga	Journal of Physics: Conference Series	2019	1	Nil	Asst. Professor, Department of Computer Applications, Perunthalaivar Kamarajar Arts College.
A Novel Hybrid Algorithm to Classify Spam	Mrs. R. Kirthiga	Webology	2020	1	2	Asst. Professor, Department of Computer Applications

Profiles in Twitter						s, Perunthalaivar Kamarajar Arts College.
Analysis of non-pre-emptive priority retrieval queueing system with two-way communication, Bernoulli vacation, collisions, working breakdown, immediate feedback and reneging	Dr. J. U dayageetha	Int. J. Mathematics in Operational Research	2020	Nil	Nil	Asst. Profesor, Department of Mathematics Perunthalaivar Kamarajar Arts College.
Transient Analysis of M[X1], M[X2]/G1, G2/1 Retrieval Queueing System with Priority Services, Working Breakdown, Start Up/Close Down Time, Bernoulli Vacation, Reneging and Balking	Dr. J. U dayageetha	Pakistan Journal of Statistics and Operation Research	2020	Nil	Nil	Asst. Profesor, Department of Mathematics Perunthalaivar Kamarajar Arts College.
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	80	197	17	13
Presented papers	5	2	2	Nil
Resource	Nil	2	1	1

persons

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Perunthalaivar Kamarajar Birth Anniversary	NSS	1	100
Tamil Poet Vanidasan 103rd birth anniversary	NSS	1	50
Campus cleaning programme	NSS	1	50
Independence Day	NSS	1	50
Fit India Movement	NSS	1	150
Teachers day Celebrations	NSS	1	150
Menstrual Hygiene	NSS	1	150
Jal Sakthi Abhiyan	NSS	1	100
World Suicide Prevention Day	NSS	1	150
Electors Verification Awareness	NSS	1	150

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NA	NA	Nil
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
PACS	RRC	AIDS Awareness Programme	1	75
JIPMER	NSS	Blood Donation Camp	1	35

Election Dept., Govt. of Puducherry	NSS	Electors Verification Awareness	1	150
National Mental Health Programme, Govt. of Puducherry	NSS	World Suicide Prevention Day	1	150
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NA	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	NA	NA	Nil	Nil	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	Nil
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
5	4.59

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing

Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
MODERNLIB	Fully	2.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	7806	870918	367	138433	8173
Reference Books	235	56027	3	1400	238	57427
Journals	5	Nil	Nil	Nil	5	Nil
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	31/12/2020
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	73	40	0	0	0	4	6	40	23
Added	5	0	0	0	0	1	3	0	1
Total	78	40	0	0	0	5	9	40	24

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

40 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NA

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
7	6.94	8	7.55

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Laboratory: The College houses an excellent computer science laboratory with 40 systems supported with UPS used mainly by the students of the Departments of Computer Science as well as students from other departments based on their needs. The laboratory is maintained by a lab assistant and the faculty members of the Department of Computer Science. Separate registers for students, stock, and staff are maintained. NPTEL (the National Programme on Technology Enhanced Learning) enables students to access and learn their courses online using college computers. A language lab is also available with one computer and fifteen terminals to improve the skills in languages. The language lab is maintained by faculty members of the Department of English. Library: The college library is well equipped with Books, INFLIBNET bar-coding software, fully automated software with E-Books and e-journals. Book bank schemes are also available to enable students to have free access to books related to their course curriculum. Reading rooms with two computers are open for the benefit of the students and staff who can download and search any relevant material regarding lesson notes, course material, and lecture notes. Video lectures can be also viewed online for a better understanding of the subject concepts. Classrooms are built as per UGC norms with proper ventilation and furniture. Ample entry and exit routes are chartered for rapid entry and exit of students in times of calamity. Green Boards adorn every classroom and the LCD facility is also available for an effective teaching-learning process. Qualified and energetic physical director trains, practices and conducts many sports events for all students of this college. Every year sports day is celebrated on a grand scale following various competitions held for five days. A huge playground has been cleared and leveled for the benefit of conducting sports activities. Students hailing from economically poor and rural backgrounds have made the most out of the sports activities as they served as a means to release their stress and to divert and distract themselves without incurring any cost. Students and staff are encouraged to organize seminars and workshops funded by the college. Participation in seminars, symposiums, competitions, and programs offered in other institutions is also encouraged. Tours and internship programs for the students for BBA Tourism are organized by raising funds from the government. Arrangements have been made for the AD students to stay in respective hostels run by the AD welfare department Physical facilities: An auditorium with a seating capacity of 300 people exists equipped with a podium and microphone, LCD projector, and a green board. The retiring room for ladies comprises two steel cots, pillows, and a steel almirah in addition to an induction stove and casseroles and a napkin vending machine. The availability of CCTV enables effective monitoring and recording of the activities in and around the campus. Each department is provided with a computer and a printer and an internet wi-fi with a bandwidth of 40Mbps. The college canteen caters to the needs of the students

<http://pkartcollege.org/pdf/PROCEDURE%20AND%20POLICIES.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Post metric Scholarship	92	0
b) International	Nil	Nil	Nil
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial Coaching (ENGLISH)	03/01/2020	6	Perunthalaivar Kamarajar Arts College
Language Lab	22/01/2019	30	Perunthalaivar Kamarajar Arts College
Physical fitness programme	08/08/2019	150	Perunthalaivar Kamarajar Arts College
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	NIL	Nil	Nil	Nil	Nil
2020	NIL	Nil	Nil	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations	Number of students	Number of students placed	Name of organizations	Number of students	Number of students placed

visited	participated		visited	participated	
Lucas TVS	80	5	Nil	Nil	Nil
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	1	B.A. Tamil	Tamil	INDO CHINESE INSTITUTE	PG Diploma course in Accupuncture
2020	2	B.A. Tamil	Tamil	Venvateshwara College for Education	B.Ed
2020	2	B.A. Tamil	Tamil	Vasavi College for Education	B.Ed
2020	14	B.Sc Mathematics	Mathematics	Kanchi Mamunivar Centre for Post Graduation, Perunthalaivar kamarajar Arts college for Education. Saratha Gangadharan Arts and Science College, Dhanalakshmi Srinivasan college for Education.	M.Sc Mathematics (11), B.Ed(2), B. P.Ed(1)
2020	7	B.A. Tamil	Tamil	Pondicherry university.	M.A. Tamil
2020	4	B.A. Tamil	Tamil	Kanchi Mamunivar Centre for Post Graduation,	M.A. Tamil
2020	4	B.B.A. Tourism	Tourism	Kanchi Mamunivar Centre for Post Graduation, Alva's College, Mangalore.,	M.T.T.M (Master of Tourism and Travel Management) (2), B. P. Ed (2)

				Mass College, Vanur.	
2020	8	B.C.A.	Computer Applications	Kanchi Mamunivar Centre for Post Graduation, Pondicherry University, Pondicherry Engineering College, Sri Manakula vinayagar Engineering College.	M.C.A (5), M.Sc Computer Science (3)
2020	12	B.Com	Commerce	Kanchi Mamunivar Centre for Post Graduation, Christ College, Idhaya College, Pondicherry University	M.Com (10), M.B.A. (2)
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	Nil
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
100 Mts Dash (Men Women)	Institution	20
200 Mts Dash (Men Women)	Institution	20
400 Mts Dash (Men Women)	Institution	20
800 Mts Dash(Men Women)	Institution	20
800 Mts Dash(Men Women)	Institution	20
Solo Singing	Institution	10
Poem Writting	Institution	5
Group Singing	Institution	16
Solo Dance	Institution	8
vegetable carving	Institution	4

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NA	Nil	Nil	Nil	NA	NA
2020	NA	Nil	Nil	Nil	NA	NA

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college council is a body representing the grievances of the students community. In our institution, all the class representatives are constituted as students council. periodic meetings with the class representatives are convened to elicit their views and opinions of the students pertaining to their stay on the campus. Appropriate steps are taken to redress their grievances at the earliest. Some issues are discussed with the parents when they come to receive semester mark sheets along with their wards. In the general welfare of the students, necessary corrective measures are taken without delay.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

NIL

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization is one of the most important factors which serves as a base for the success of any organization. Decentralization paves way for successful participative management. In order to achieve this end, the various activities of the college are distributed and delegated to various committees or individual teaching staff to ensure their participation in the managerial, curricular, extracurricular, and committee activities of the institution. The institution comprises various committees whose members are nominated from the teaching staff. Each committee is headed by a convenor and consists of 5 to 6 staff members as members. The members of each committee are entirely responsible for the activity assigned to the said committee. Almost all the members of the staff form part of at least one or sometimes even more number of

committees functioning in the college. Thus the powers are decentralized and participation of each staff in the management is ensured and implemented successfully. The various committees constituted by the Head of the Institution and active participation of the members is greatly solicited. The following are the committees wherein the members are nominated only from the teaching faculty. 1. Internal Quality Assurance Cell. 2. Discipline Committee. 3. Fine Arts Association. 4. Women's Cell 5. Anti-ragging Committee. 6. Anti Sexual harassment committee. In addition to the above-said committees, the following associations comprise not only members of the staff, but also representatives from students and even parents. 1. Equal Opportunity cell. 2. Parent -Teacher Association. 3. Alumni Association. Given below are various clubs and groups wherein a group of students participate in the activities under the supervision of a single staff member. 1. NSS (Unit I) For Boys and Girls. 2. NSS (Unit II) For girls only. 3. Red Ribbon Club. 4. National Cadet Corps (Army Wing). 5. Red Cross Society. In addition to the above-said activities, there are also other duties assigned to a single staff member. For example, we can quote 1. Student Scholarship in charge. 2. SCSP component Coordinator. 3. Placement Cell officer. 4. RUSA Nodal officer. 5. College Website in Incharge. 6. WIFI - In-charge 7. Language Lab Incharge 8. Ladies Retiring Room, In charge. 9. Gem and CMS nodal officer. Thus the college follows an effective and efficient method of decentralization of powers to ensure the participation of each staff in the overall activities of the college thereby creating an atmosphere wherein everybody feels his/ her importance by assuming the responsibilities delegated to him/her.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Research and Development	Research mainly consists of the individual research work and subsequent publications comprising of certain novel and innovative results from the faculty members and moreover, we are an Undergraduate institution and efforts are underway to acquire Post Graduate courses. Being a rural institution, now with only undergraduate courses, we have very few chances of procuring research projects, and initiating students into research is a plan for future development.
Examination and Evaluation	As an institution affiliated with the Pondicherry University, registering for exams, downloading hall tickets, viewing results are done online. The internal assessment is conducted for 25 marks. The students' performances in various tests, seminars, presentations, assignments, and their attendance percentages are systematically recorded and calculated as internal marks and the same is sent to the Pondicherry University. The students appear for the

University exams conducted for 75marks which are evaluated centrally towards the end of each semester.

Teaching and Learning

We follow a systematic pre- meditated course plan which enables us to manage effectively the time available to us for the completion of the syllabus, revision, conduct of tests and seminars. In order to enhance effective teaching, we use PowerPoint presentations and Computer-Aided instructions. Slow learners are given special attention through remedial coaching. Coaching classes for competitive exams were conducted during weekends and holidays to equip students to face the challenging aptitude tests and exams which are an essential requirement for today's job market. Parents teacher meetings were regularly conducted in order to ensure steady progress in the performance of the students. Students are encouraged to register for online courses through Swayam-NPTEL wherein we have the status of active single person of contact. It has been a successful strategy as it has seen a steady increase in the number of students enrolling for various online courses.

Curriculum Development

We are an affiliated institution represented by the Heads of various departments in the Board of Studies (BoS) of Pondicherry University (PU) which meets every three years. As a preparatory measure, Heads of Departments convene a meeting with the concerned faculty members who can infuse possible inputs to refresh and reorganize the current syllabi which will be framed during the subsequent BoS. Feedback and suggestions from students for curriculum development were obtained and analyzed and the same was forwarded to Pondicherry University for consideration and possible implementation.

Library, ICT and Physical Infrastructure / Instrumentation

The library is well equipped with INFLIBNET barcoding software, partially automated with e-books and e-journals. A book bank scheme enables the students to access curriculum-related books. There is a wide array of ICT infrastructure where smart classes are also operational for the benefit of the students. LCDs are available with every department for the efficient delivery

of a portion of the syllabus being dealt with soft classes. Physical facilities include an auditorium with a seating capacity of 300, a retiring room for ladies, and CCTV cameras for effective monitoring and recording, WiFi with a bandwidth of 40Mbps, a Canteen, RO drinking water facility, napkin vending machines, and incinerators.

Human Resource Management

Human Resource Management (HRM) is a strategic approach to the effective management of people in an organization such that they help the institution to gain a competitive advantage. The students are monitored to come to the college on time, attend the classes with inquisitiveness and the teachers are encouraged to be role models to the future generation so that the students can inculcate good qualities and virtues. The collaborative efforts between the teachers and students will make the institution prosper and the students will get immense benefits for their overall development. This is a man-management for the effective functioning of the institution to fulfill its objectives and motives.

Industry Interaction / Collaboration

The students of BBA Tourism should undergo industrial training to acquire practical knowledge as part of their course designed by the Board of studies in Tourism. They are exposed to the practical aspects of Front Office, Hospitality, Ticket Booking, Help Desk, and other essential aspects of the tourism industry. They are sent to various industries to acquire knowledge on the spot through industry interaction for their future plans. A report has to be submitted and after fulfilling the Viva-Voce the students will be eligible to get the Degree in Tourism. The Course is very much connected with industry interaction and to get placement.

Admission of Students

In the Union Territory of Puducherry, the admission of the students in various institutions is carried out by the Centralised Admission committee (CENTAC). It is a common Online admission portal to all courses for Government-run Colleges in the Union Territory. The students are given admission based on their rank in the merit list prepared by the admission

committee. Our institution, being a rural college, seventy-five percent of students are admitted along with some Percentage of toppers from the the neighboring state of Tamil Nadu

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The Principal and the Heads of the Departments form a part of the planning and development team. Important administrative correspondences and directives are intimated through e-mails and e-circulars. Subsequent work submissions are also through the same portals.
Administration	Pondicherry Society for Higher Education (PONSHE) is the administrative headquarters for the college. All correspondences are done through e-mails.
Finance and Accounts	The College office looks after the Financial and Accounting procedures and commitments.
Student Admission and Support	Admissions are invariably done online. For those candidates who are unable to do online admissions, there is a readily available help desk that will assist them through the entire process of online admission. The Admission website provides all information regarding the available seats of various courses.
Examination	Applications, student particulars, subject particulars are uploaded online. The same procedure is followed for the generation of hall tickets and publishing results.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	NA	NA	NA	Nil
2019	NA	NA	NA	Nil
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional	Title of the administrative	From date	To Date	Number of participants	Number of participants
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	development programme organised for teaching staff	training programme organised for non-teaching staff			(Teaching staff)	(non-teaching staff)
2020	Hands on training session and orientation on G-Suite for Education	NIL	05/08/2020	05/08/2020	30	30

No file uploaded.

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
International Course on Digital Humanities Research Methods (MHRD-SPARC sponsored)	1	23/09/2019	11/10/2019	19
Managing Online Classes and Co-creating MOOCs:2.0	1	18/05/2020	03/06/2020	17
Refresher Course in Business Studies (Tourism) at UGC Human Resource Development Centre (HRDC), Pondicherry University, Puducherry	1	16/10/2019	31/10/2019	14
Refresher Course in Commerce and Management at UGC Human Resource Development Centre (HRDC), University of Kerala, Trivandrum, Kerala	1	01/08/2019	14/08/2019	14

Refresher Course in Mathematics	1	01/08/2019	14/08/2019	14
Faculty Development Programme	2	01/08/2019	31/10/2019	92
Online Refresher Course in Tamil	4	05/08/2020	18/08/2020	14
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	Nil	Nil	2

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • Residential quarters • 100 medical reimbursement • Children education allowance • Additional pay for physically challenged • LTC • Child care leave • Paternity leave etc., are available for teaching and non-teaching staff. Being a Government run college, staff can avail all the welfare schemes made by the Government of Pondicherry and Government of India. • UGC scale of pay • Incentives for higher qualifications • Periodic increments • Guaranteed pay revision • Academic freedom • Job security • Chance for mobility • Staff members are relieved to attend Orientation and Refresher courses organized by UGC-Academic Staff Colleges. Faculty members are provided on duty leave to attend seminars and conferences at national and international levels. • The faculty members are also motivated to apply for research grants and financial assistance to 	<ul style="list-style-type: none"> • Residential quarters • 100 medical reimbursement • Children education allowance • Additional pay for physically challenged • LTC • Child care leave • Paternity leave etc., are available for teaching and non-teaching staff. Being a Government run college, staff can avail all the welfare schemes made by the Government of Pondicherry and Government of India. • UGC scale of pay • Incentives for higher qualifications • Periodic increments • Guaranteed pay revision • Academic freedom • Job security • Chance for mobility 	<ul style="list-style-type: none"> • Government of Puducherry provides a very low fee structure-almost free education-for the welfare of the students. • 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 available for differently-abled students. Manual help is extended whenever necessity arises. • Hostel run by Adi-Dravidar Welfare Department, Government of Puducherry, is available for women SC/MBC students. • PONSHE offers financial support to

conduct seminars/conferences etc., from UGC and other bodies. • Some of our staff attend many literary, social and cultural functions - conducted by the Government or other Forums - as invited speakers. Faculty members are encouraged to deliver lectures, present papers in various colleges and Universities at national and international level. They are also motivated to publish papers and course materials in their own area of interest.

B.B.A., students for All India Educational tour. • State NSS cell offers financial support for selected NSS students for their All India tour. • Information like absent to the class, home work, tests etc is sent to their home through SMS system. • 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. 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. • Personality Development Programmes are organized in the college. • A separate rest room is provided for women students. • The college has an active Women's Cell which look after the welfare of the women students. • Separate coaching class is arranged by the college for State/Central (LDC, VAO, SI etc.,) level competitive exams. Competitive examination books and magazines are available in the library. • Funds are allocated under Special Component Plan (SCP) for the welfare of the SC students. One important aspect of this fund is that it will not lapse at the end of the financial year. • Slow

learners/students who are at risk of failure and dropouts are given due care by the concerned Department through tutorial system. Remedial classes are taken for these students after the college hours. 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.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Our Institution is functioning under the Aegis of Pondicherry Society for Higher Education, Government of Puducherry, is governed by the norms and regulations of the state of Puducherry. The task of financial management and inspection is entrusted with the agency nominated by the Puducherry Society for Higher Education and approved by the governing body. The Secretary to Government (Education), Government of Puducherry who is the Chairman of the Governing Body convenes the finance committee meetings at periodic intervals where accounts relating to the previous year are carefully scrutinized prior to the preparation of the financial budget for the current academic year and the same is approved by the governing body. The institution receives grant -in -aid based on the requirement submitted to meet the financial implications in all aspects. The Chartered Accountant nominated by the Pondicherry Society for Higher Education conducts a statutory audit of the accounts maintained by the college. AG audit is also conducted as an annual audit of the salary and other related accounts. The accounts are regularly audited and whenever there are audit objections, systematic follow-up actions are initiated with the Pondicherry Society for Higher education to resolve the audit objection. As of date, there is no remarkable audit objection. With regard to an internal audit, the college has a stock verification team of teachers who visit every department to physically verify the equipment, and other resources kept in the departments and also inspect the records maintained by them including the Library. The student's fees and scholarships are managed by the fee and scholarship section of the college office. The student's scholarships are remitted to the student's accounts through ECS by the sponsoring or funding agencies for better transparency. In the case of expenditure, the college has a stated policy of making the payment only through cheques for better transparency. Similarly, the college receives donations, endowment funds, and other funds only through cheques, DD, or wireless transfer after getting permission from the Competent authorizes.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
RUSA	748946	50 No.s of student Steel Desk

No file uploaded.

6.4.3 – Total corpus fund generated

32928349

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	NA
Administrative	Yes	AG Audit	No	NA

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

NA

6.5.3 – Development programmes for support staff (at least three)

NIL

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. As per the guidelines given by NAAC, IQAC was formed 2. A choice-based credit system was implemented for the students from the academic YEAR 2017-18 3. Swayam NPTEL course with a single point of contact was started and many students and staff were certified. 4. Pass percentage of the students was improved in all the departments. 5. Proposal sent to the Govt. to start PG course in Mathematics and waiting for its approval 6. ICT-enabled teaching was enhanced. 7. All the departments are provided with a computer with an internet facility. 8. Feedback collected from the students is analyzed and necessary steps are taken for the improvement of students, curriculum, and administration. 9. The following are some of the infrastructure improvements 1. Language lab 2. Sports ground 3. Ladies retiring room 4. The incinerator in the ladies toilet 5. Enhancement of library books 6. RO system 7. Canteen inside the campus 8. Renovation of Building and Auditorium. 9. Feedback is collected from the students, analyzed and necessary steps were taken.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Physical fitness: A Holistic Development	08/08/2019	08/08/2019	08/08/2019	150
2020	Hands on training session and orientation on G-Suite	05/08/2020	05/08/2020	05/08/2020	30

	for education.				
2020	Law and Solution for Women - A gender sensitization programme was organized	13/03/2020	13/03/2020	13/03/2020	150
2019	Students Steel desks were purchased (50 no.s)	03/06/2019	03/06/2019	03/06/2019	150
2020	The green club, sports and cultural clubs were inaugurated.	21/02/2020	21/02/2020	21/02/2020	150
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Law and Solution for women	13/03/2020	13/03/2020	100	100

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	2
Braille Software/facilities	No	Nil
Rest Rooms	Yes	650
Scribes for examination	No	Nil
Special skill development for differently abled students	No	Nil

Any other similar facility	No	Nil
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7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	3	3	14/08/2019	3	Campus cleaning,	Cleanliness in surroundings	150
2019	3	3	07/07/2019	3	Mass Awareness Rally- Clean Green Puducherry	Green Campus	150
2019	1	1	17/09/2019	1	World Suicide Prevention Day	Mental health of the students	150
2019	1	1	14/11/2019	1	Wall Painting on Traffic Awareness	Traffic awareness	20
2020	1	1	01/09/2020	1	Blood Donation Camp	Blood Donation to the public	35
2020	1	1	20/03/2020	1	Covid 19 Duty	Awareness about Covid 19	50
Nil	1	1	02/05/2020	1	AIDS Awareness Programme	Awareness about AIDS	75

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	Nil	NA

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Campus cleaning programme	14/08/2019	14/08/2019	50

World Suicide Prevention Day	17/09/2019	17/09/2019	150
Mass Awareness Rally- Clean Green Puducherry	12/06/2019	12/06/2019	50
Covid 19 Duty	20/03/2020	20/03/2020	50
AIDS Awareness Programme	02/05/2020	02/05/2020	75
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Rainwater harvesting facility is available on the campus and effectively monitored. 2. Tree plantation is promoted and the herbal garden is maintained on the campus 3. Segregation of biodegradable and non-decomposable waste material is in practice. A separate gardener is appointed to maintain the garden.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice - I 1. Title of the Practice: Rainwater Harvesting System 2. Objectives of Practice: • To meet the growing demand for water needs. • To raise the underground water level. • To prevent flooding due to heavy rain during the monsoon. 3. The Practice: • Last year, the college implemented the rooftop rainwater harvesting system to effectively recharge the groundwater. • It is a process of collecting rainwater from the rooftop by connecting pipes to the pit with filters. • The filtered water collected is then let into the ground. • Periodic maintenance ensures the recharging of groundwater. 4. Obstacles faced if any and strategies adopted to overcome them: Obstacles faced • Lack of regular maintenance • Animal droppings and dry leaves on the rooftop. Strategies adopted • Periodical cleaning of the rooftop during the rainy season • The gardener was also assigned with the task of maintenance of the rainwater harvesting system 5. Impact of Practice As the college relies only on the bore-well for the water requirement, it helps to increase the groundwater level in the campus as well as in the surrounding area. 6. Resource Required • Sufficient financial support to increase the number of pits to store the rainwater. • Exclusive manpower to maintain the system Best Practice - II 1. Title of the Practice: Feedback analysis 2. Objectives of Practice: • Redressal of students' grievances. • To incorporate the suggestions for curriculum design and development 3. The Practices • Feedback is collected from both the students and the parents and the same is analyzed by the respective department heads. The feedback analysis report is then submitted to the head of the institution for further action. • The feedback sought from the students focuses on the following components: o Curriculum o Teacher o Infrastructure • The feedback received from parents focuses on administration, admission procedure, quality of teaching, fee structure, etc. • Based on the report received from the heads of the departments, the necessary action to be taken is recommended by the head of the institution. To have transparency in the entire process, the related documents are published on the college's website. 4. Obstacles faced if any and strategies adopted to overcome them: Obstacles faced: • Photocopying of a vast number of feedback forms. • Manual analysis of feedback responses. • Accumulation of filled-in feedback forms year by year. • Difficulty in maintaining the feedback responses as hard copies. • Difficulty in receiving feedback from the parents within the stipulated time Strategies adopted: • Use of statistical tools to analyze the feedback. • Retention of only sample responses for every semester. • Collection of feedback at the time of Parents'

meeting. 5. Impact of the Practice: • Enabled the teachers to give input in the board of studies meeting in designing and developing the curriculum. • The hygiene of the toilets was given utmost priority. • The number of textbooks available in the library was increased. • The food items served at the canteen were reformed so as to offer quality food at an affordable cost. • The canteen is also equipped with the selling of basic stationery needs. 6. Resources Required: • Need for an online feedback system • Provision for automatic report generation. • Cloud storage for storing and retrieval of feedback responses.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://pkartscollege.org/pdf/Best%20Practices%202019-20.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The Government of Puducherry, in order to facilitate the educational needs of the rural students, established Perunthalaivar Kamarajar Arts College in Kalitheerthalkuppam, Puducherry, in 1998. Hence, seventy-five percent of admissions are reserved for students hailing from rural areas. It is an institution committed to the cause of rural students' education, has been fulfilling their educational aspirations for more than two decades.

Perunthalaivar Kamarajar Arts College has an enviable record of academic excellence. The college has a single point of Contact for NPTEL SWAYAM online courses and a good number of students are certified every semester in various courses. The college conducts meetings with the parents of students regularly, thus catering to their parental concerns. The college also focuses on the overall development of students. Besides curriculum, the college consciously focuses on inculcating values and ethics in students through various guest lectures, thus transforming them into responsible citizens. A number of departmental and club activities are hosted all around the year to nurture the talents of students. The college also has a Placement Cell, Grievance Redressal Cell, NSS, NCC, Red Ribbon Club, Red Cross Society to provide innumerable opportunities to students to reach out to society and contribute their might in ameliorating those who are oppressed, powerless and disadvantaged. Also, the college is equipped with a computer laboratory Playground, a Library, Reverse Osmosis Water, Free WiFi access, Language Lab, Conference Hall, Girls Rest Room, Specially built ramp, and Hostel facility. The College has a holistic approach towards achieving its vision and mission. It has been making every effort to achieve its objective, to rekindle inquisitive minds in seeking knowledge without compromising the quality. The College has been striving to achieve a silver balance by providing employability, social responsibility, and knowledge to its students.

Provide the weblink of the institution

<http://pkartscollege.org/>

8.Future Plans of Actions for Next Academic Year

Future Plan for the Next Academic Year 2020-21

1. One of the first steps to be achieved is the successful completion of the NAAC Re-accreditation Second Cycle which is mandatory for all Higher Educational Institutions.
2. There is an ever-increasing demand for the starting of Post - Graduate courses in this College as the students in the surroundings are forced to reach out to the University of Post-Graduate institutions which are not easy for them to commute from their homes. The avowed aim of starting this institution was to cater to the needs of the rural students. Hence starting a few Post- Graduate courses will do much good for the students hailing from poor rural communities who are forced to

discontinue their Post-Gradation and higher studies due to commuting costs and social security especially for woman candidates. 3. Encouraging and motivating the staff members to apply for projects to attend Seminars/Conferences/Symposium both online and offline mode. In order to help the faculty a request would be submitted to the PONSHE to sanction seed money for attending Conference in the form of TA/DA as an incentive. 4. The students should be motivated and encouraged to study some online courses while doing their studies. Enrollment of Swayam - NPTL courses online will serve as added asset for the students apart from their regular classes. These online courses will give more insights to the students since they can get extra information from the confines of their homes or during their leisure. 5. The feedback from the stockholders is very vital in assessing the status of any higher educational institution. So far, it was obtained through hard copies and analyzed. Now, it is proposed to collect through Google forms. 6. It was planned to start Departmental Library to enable easy reference. It will be helpful to staff and students. Necessary steps would be taken to expand the Central Library. 7. Regular teaching and non-teaching staff members should be appointed against all the sanctioned posts and the proposal would be submitted. 8. Proposal would be submitted to have one smart class for a department to facilitate media and multimedia accessed learning. In due course, the facility will be extended for all classrooms. Besides the expansion of Computer Lab, construction of additional Classroom, renovation of the auditorium with ICT features, Place for Indoor games, playing facilities for both staff and students would be plans for the future course of action. 9. A proposal would be submitted to the Government to sanction a 62.5KV generator in order to keep all the necessary equipment and laboratories fully functional even in the case adverse conditions and electricity shutdowns. It is the need of the hour due to frequent breakdown or interruptions in the supply of electricity.