



Yearly Status Report - 2018-2019

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 | vindira12572@gmail.com |

3. Website Address

| | |
|---|---|
| Web-link of the AQAR: (Previous Academic Year) | http://pkartscollege.org/igac/AQAR-2017-18.pdf |
| 4. Whether Academic Calendar prepared during the year | Yes |
| if yes, whether it is uploaded in the institutional website: Weblink : | http://pkartscollege.org/igac |

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 |
| Effective implementation of CBCS for first and second year students | 28-Jun-2018 1 | 474 |

| | | |
|---|------------------|-----|
| Emphasizing the students to enroll the online courses offered by SWAYAM-NPTEL | 01-Aug-2018 1 | 75 |
| Raising of NCC 25.10.2018 | 25-Oct-2018 1 | 35 |
| To provide smart class room for all the departments 06.05.2019 | 06-May-2019 1 | 6 |
| Participation in NIRF | 30-Nov-2018 1 | 669 |

8. Provide the list of Special Status conferred 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 | 2019 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 :

3

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 the funding agency to support its activities during the year?

Yes

If yes, mention the amount

7225

Year

2019

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

1. Implementation of choice based credit system with special emphasis on program outcome.

2. Encouraging the students of all departments to enroll /register the online courses offered by SWAYAM-NPTEL.

3. Collecting feedback from students and parents for the improvement of the students' performance.

4. Rising of NCC wing in the college and various social activities through NSS.

5. Various seminars, workshop and talk by eminent personalities in all the departments.

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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 | Achivements/Outcomes |
|--|--|
| To collect feedback from the students for their curriculum, teachers and infrastructures | <ul style="list-style-type: none">• Feedback collected and analyzed . Based on the students' feedback, the suggestions were expressed in the board of studies meeting conducted in the Pondicherry University .• Parents teacher meeting s were conducted and their feedback were also considered for the further improvement of the college. |
| To organize various quality initiative programmes like, seminars, workshops, on the job training and educational tour for the students | Detailed list is attached in the excel file |
| To conduct periodical meeting with the students' representatives | <ul style="list-style-type: none">• Conducted meetings with the students' representatives and their needs were fulfilled and the grievances were redressed. |
| To conduct stock audit of various domain | <ul style="list-style-type: none">• Stock audit was conducted for all the equipments, laboratory, library in all the departments by the staff members and the stock verification report was submitted to the office in March 2019. |
| To apply for ranking in NIRF 2019 | <ul style="list-style-type: none">• Applied for NIRF 2019 and the parameter wise score was given |
| To conduct annual internal and external financial audit | Statutory audit was done on 30.09.2018 by Kirithika and Associates and AG audit from 21.01.2019 to 25.01.2019 |
| To maintain an individual attendance by the individual staff members and to be verified by the head of the institution. | <ul style="list-style-type: none">• It was verified and counter signed by the Principal in May 2019 |

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| | | | | | |
|--|--------------|------------------------|--------------|------|-------------|
| 14. Whether AQAR was placed before statutory body ? | Yes | | | | |
| <table border="1"> <tr> <td>Name of Statutory Body</td> <td>Meeting Date</td> </tr> <tr> <td>IQAC</td> <td>23-Oct-2019</td> </tr> </table> | | Name of Statutory Body | Meeting Date | IQAC | 23-Oct-2019 |
| Name of Statutory Body | Meeting Date | | | | |
| IQAC | 23-Oct-2019 | | | | |
| 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 | 2019 | | | | |
| Date of Submission | 26-Feb-2019 | | | | |
| 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 has 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, analysed 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 i.e the Continuous Internal Evaluation which qualitatively and quantitatively assesses each and every student's progress and performance was adopted. 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 were framed. 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, course plan and lecture notes 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 with 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 student learning process. These technically tested processes had aided in the development of curricular and co-curricular activities in each and every department.

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 | 27/08/2019 | 0 | NIL | NIL |

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|---|--------------------------|-----------------------|
| No Data Entered/Not Applicable !!! | | |
| No file uploaded. | | |

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 |
|----------------------------------|--------------------------|---|
| BSc | Mathematics | 27/06/2019 |
| BA | Tamil | 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 | 0 | 0 |

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 |
|---|----------------------|-----------------------------|
| No Data Entered/Not Applicable !!! | | |
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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 | 91 |
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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 criterion of any system which enables 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 strength 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 analyse and evaluate the teacher. The feedback thus obtained is analysed 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 are 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 competitive exam were conducted on weekend , self - defense class we offered for girls students. Feedback from Parents: The feedback is mainly aimed at assessing and developing the administration of the college. The questionnaire focused on one hand on the infrastructure already available in the college like classroom, lab, canteen, library, drinking water, washroom, parking etc. and on the other , on the free structure, exams, grievance redressal, cocurricular and extra curricular activities. The same scale of 4 to 0 is used to analyze, evaluate and summarize the feedback. In addition parents are also encouraged to give suggestions and opinions in the form writing about the functioning of the college and the same is discussed with the Head of the Institution which has enable us to take necessary measures to improve the quality of education imparted. 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 setup. The feedback has been recorded for recommending the worthy suggestions to the next Board of Studies. Thus the feedback obtained have been meticulously recorded, studied and evaluated in transparent manner.

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 |
|-----------------------|--------------------------|---------------------------|--------------------------------|-------------------|
| BCA | Computer Applications | 40 | 0 | 40 |
| BCom | General | 60 | 0 | 60 |
| BA | Tamil | 50 | 0 | 50 |
| BSc | Mathematics | 50 | 0 | 47 |
| BBA | Tourism | 50 | 0 | 49 |
| No file uploaded. | | | | |

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 |
|------|---|---|---|---|--|
| 2018 | 246 | 0 | 28 | 0 | 0 |

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 |
|----------------------------|---|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 28 | 28 | 5 | 15 | 0 | 5 |

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 students as 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 the seniority. In other words, the first group in the 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 are held at least once a week or (even more frequently when 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 matter 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 by their mentors who give them tests and Assignment in the subject in which they had failed. Thus, 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 |
| 669 | 28 | 1:24 |

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 |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| 30 | 20 | 10 | 0 | 19 |

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. I. Kathirvel | Assistant Professor | First Doctorate in Tourism, Puducherry, Tamil Nadu Tourism 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 |
|----------------|----------------|----------------|--|---|
| BSc | BSMT1 | odd semester | 07/12/2018 | 11/03/2019 |
| BSc | BSMT1 | even semester | 07/05/2019 | 09/07/2019 |
| BA | BATA1 | odd semester | 07/12/2018 | 11/03/2019 |
| BA | BATA1 | even semester | 07/05/2019 | 11/03/2019 |
| BBA | BBAT1 | odd semester | 08/12/2018 | 05/02/2019 |
| BBA | BBAT1 | even semester | 07/05/2019 | 08/08/2019 |
| BCA | BCA1 | odd semester | 07/12/2018 | 11/03/2019 |
| BCA | BCA1 | even semester | 08/05/2019 | 11/07/2019 |
| BCom | BCOM1 | odd semester | 07/12/2018 | 13/03/2019 |
| BCom | BCOM1 | even semester | 07/05/2019 | 13/07/2019 |

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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 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 Choicebased 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 with a maximum of 25 marks in the Internal Assessment. The said assessment for all theory courses were 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 which deal with problems, whereas, theory courses required an assignment or a writeup and a seminar on the topic given as 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 which exhibits 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 to indicate 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 incharges of various committees and clubs such as NCC, NSS, Red Ribbon, discipline, fine arts, antiragging, etc., constituted for execution of various activities of the college. It also contains particulars non teaching 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 university academic calendar with all details concerning holidays working days, in addition to fixing tentative dates for the conduct of internal assessment tests and model exams, 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)

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 |
|----------------|----------------|--------------------------|---|---|-----------------|
| BSMT1 | BSc | Mathematics | 39 | 29 | 74.35 |
| BBAT1 | BBA | Tourism | 27 | 14 | 51.85 |
| BCOM1 | BCom | General | 37 | 27 | 72.97 |
| BATA1 | BA | Tamil | 38 | 17 | 44.73 |
| BCA1 | BCA | Computer Applications | 30 | 19 | 63.33 |

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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)

NIL

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 |
|---------------------------|-------------------|------------|
| ?day 2019 @PKAC | Mathematics | 14/03/2019 |

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 |
|-------------------------|-----------------|-----------------|---------------|----------|
| NIL | NIL | NIL | 10/10/2019 | 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 | 10/10/2019 |

No file uploaded.

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 | 0 |

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 | English | 1 | 0 |
| International | Mathematics | 3 | 2.3 |
| International | BCA (Computer Applications) | 1 | 0 |

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 | 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 |
|--------------------|----------------|------------------|---------------------|----------------|---|---|
| NIL | NIL | NIL | 2019 | 0 | NIL | 0 |
| No file uploaded. | | | | | | |

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 |
|--------------------|----------------|------------------|---------------------|---------|---|---|
| NIL | NIL | NIL | 2019 | 0 | 0 | 0 |
| No file uploaded. | | | | | | |

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

| | | | | |
|-----------------------------|---------------|----------|-------|-------|
| Number of Faculty | International | National | State | Local |
| Attended/Seminars/Workshops | 5 | 14 | 2 | 10 |
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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 |
|-------------------------|--|--|--|

| | | | |
|---|---------------|---|-----|
| How to overcome Exam Fear" | Rotaract Club | 1 | 200 |
| Republic day parade | NCC | 1 | 25 |
| Swach Bharat Yatra Programme | NCC | 1 | 40 |
| Flag day rally | NCC | 1 | 40 |
| Drug Awareness Cycle rally | NCC | 1 | 40 |
| • One day Workshop on Protection for Environment Awareness was conducted where 143 students benefitted. | NSS | 1 | 143 |
| • Blood donation camp | NSS | 1 | 30 |
| Cleaning College Campus | NSS | 1 | 30 |
| Rally for Creating Awareness on Clean India "Swach Bharth" | NSS | 1 | 60 |
| Essay and Elocution Competition on "Clean India" | NSS | 1 | 50 |
| Drawing Competition and Drama Competition on "Creating Awareness on Clean India" | NSS | 1 | 50 |
| Rally Program to Create Awareness on "Clean India". | NSS | 1 | 50 |
| Electoral literacy Club Inauguration | NSS | 1 | 75 |
| Sports Activities BY Electoral literacy Club | NSS | 1 | 100 |
| Celebration of "World Mental Health Day" | NSS | 1 | 150 |
| Awareness Programme on EMVVVPAT | NSS | 1 | 150 |
| Conducted Demo on EVM -VVPT | NSS | 1 | 150 |
| Environmental Awareness | NSS | 1 | 100 |
| International Womens' day | NSS | 2 | 200 |

| | | | |
|---------------------------------------|-----------------|---|-----|
| celebration | | | |
| • AIDS Awareness Competition | Red ribbon club | 1 | 150 |
| Venereal Diseases Awareness Programme | Red ribbon club | 1 | 200 |
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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 | NIL | NIL | 0 |
| 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/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activities | Number of students participated in such activities |
|--------------------|---|----------------------|--|--|
| NIL | NIL | NIL | 0 | 0 |
| No file uploaded. | | | | |

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 | NIL | 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 | 10/10/2019 | 10/10/2019 | NA |
| 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 |
|-------------------|--------------------|--------------------|---|
| NA | 10/10/2019 | NA | 0 |
| 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 |
| 0 | 0 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---|-------------------------|
| Campus Area | Existing |
| Class rooms | Existing |
| Laboratories | Existing |
| Seminar Halls | Existing |
| Classrooms with LCD facilities | Existing |
| Seminar halls with ICT facilities | Existing |
| Video Centre | Newly Added |
| Value of the equipment purchased during the year (rs. in lakhs) | Newly Added |
| Classrooms with Wi-Fi OR LAN | Existing |

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 patially) | Version | Year of automation |
|---------------------------|--|---------|--------------------|
| MODERNLIB | Fully | 2.0 | 2015 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---------------------------|----------|--------|-------------|--------|-------|--------|
| | | | | | | |
| Text Books | 7266 | 722784 | 540 | 148134 | 7806 | 870918 |
| Reference Books | 228 | 43582 | 7 | 12445 | 235 | 56027 |
| Journals | 5 | 0 | 0 | 0 | 5 | 0 |
| View File | | | | | | |

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 | 10/10/2019 |

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MGBPS) | Others |
|----------|-----------------|--------------|----------|------------------|------------------|--------|-------------|-----------------------------|--------|
| Existing | 68 | 40 | 0 | 0 | 0 | 3 | 3 | 40 | 22 |

| | | | | | | | | | |
|-------|----|----|---|---|---|---|---|----|----|
| Added | 5 | 0 | 0 | 0 | 0 | 1 | 3 | 0 | 1 |
| Total | 73 | 40 | 0 | 0 | 0 | 4 | 6 | 40 | 23 |

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 |
|--|--|--|--|
| 450000 | 378675 | 250000 | 186837 |

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 student, 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 five 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 8041 Books. It is fully automated with MODERNLIB software Book bank schemes are also available to enable the 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 better understanding of the subject concepts. Class rooms 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 class room and LCD facilities are also available for effective teaching learning process. Sports: Qualified and energetic physical director trains, practices and conducts many sports events for all students of this college. Every year sports day is celebrated in a grand scale following various competitions held for five days. A huge play ground has been cleared and leveled for the benefit for conducting sports activities. Students hailing from economically poor and rural background have made the most out 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 organise seminars and workshops funded by the college. Participation in seminars, symposiums, competitions and programs offered in other institutions are 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 AS 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 of two steel cots, pillows and a steel almirah in addition to an induction stove and casseroles and a napkin vending machine. The availability of the 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 a wifi with a bandwidth of 40Mbps. The college canteen caters to the needs of the students and staff. RO drinking water facility ensures clean and safe dispensing of water. Napkin incinerators are installed in the girls' toilets to ensure proper hygiene for the girl students. Security personnel is engaged through an outsourcing agency, whereas gardeners and sweepers come from self help groups

<http://pkartscollege.org>

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 | Study tour for BBA (Tourism) | 27 | 77814 |
| Financial Support from Other Sources | | | |
| a) National | Post Metric Scholarship | 75 | 290000 |
| b) International | NIL | 0 | 0 |

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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 implemetation | Number of students enrolled | Agencies involved |
|---|-----------------------|-----------------------------|-------------------|
| NIL | 10/10/2019 | 0 | NA |

No file uploaded.

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 |
|------|---|--|--|--|---------------------------|
| 2018 | Awareness program: Navayuga Consultancy service, Puducherry (PMKVY) 20/9/2018 | 200 | 200 | 0 | 0 |
| 2019 | Awareness program: | 200 | 200 | 0 | 0 |

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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 |
|---------------------------|--------------------------------|---|
| 0 | 0 | 0 |

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|-------------------------------|---------------------------------|---------------------------|-------------------------------|---------------------------------|---------------------------|
| Name of organizations visited | Number of students participated | Number of students placed | Name of organizations visited | Number of students participated | Number of students placed |
| NA | 0 | 0 | NA | 0 | 0 |
| 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 |
|------|--|--------------------------|---------------------------|--|-------------------------------|
| 2018 | 17 | B.Sc Mathematics | Mathematics | Kanchi Mamunivar Center for PG Studies, Pondicherry University, Deivanaiamma 1 college for women, Venkateshwara college of Education | M.Sc Mathematics, B.Ed |
| 2019 | 2 | BBA Tourism | Tourism | Pondicherry University | MBA Tourism |
| 2019 | 1 | BBA Tourism | Tourism | Govt. Arts College, Coimbatore | M.A. tourism administration |
| 2019 | 1 | BBA Tourism | Tourism | Christ Engineering College, Puducherry | MBA |
| 2019 | 1 | BBA Tourism | Tourism | APTECH Aviation & Hospitality | Diploma in Airport Management |

| | | | | | |
|---------------------------|---|-------|------------------|---|-------------------------------|
| | | | | Academy | |
| 2018 | 8 | BCA | computer Science | Kanchi Mamunivar Center for PG Studies, Pondicherry University, Sri Manakula Vinayagar Institute of Technology, Puducherry, Annamalai University, Chidambaram | MCA and M.Sc Computer Science |
| 2018 | 3 | B.Com | Commerce | MKU | M.Com - Commerce |
| 2018 | 4 | B.Com | Commerce | Kanchi Mamunivar Center for PG Studies | M.Com - Commerce |
| 2018 | 1 | B.Com | Commerce | Pondicherry Central University | M.Com (Business Finance) |
| 2018 | 1 | B.Com | Commerce | Pondicherry Central University | M BA |
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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 |
|-------------------|---|
| Any Other | 0 |
| No file uploaded. | |

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

| Activity | Level | Number of Participants |
|--|-------------|------------------------|
| 21st Intra Mural Competition MenWomen Games(Tennikoit, Throwball, Badminton, KhoKho, Chess, Carrom ,Volleyball,Football, Cricket,Kabaddi. | Institution | 395 |
| 21st Intra Mural Competition MenWomen Athletic events (100mts,200mts,400mts,800mts,1500mts.5000mts,long jump,Hieght Jump,Shotput, Discuss,Jevelin,4100mts relay,4400mts relay) | Institution | 290 |

| | | |
|---------------------------|-------------|----|
| Ball badminton | National | 1 |
| Football | National | 1 |
| Kabadi | National | 1 |
| Athletics | National | 3 |
| Kabadi | University | 4 |
| Cricket | University | 3 |
| Handball | University | 1 |
| Volleyball | University | 2 |
| Ball badminton | University | 5 |
| KhoKho | University | 2 |
| Elocution | Institution | 10 |
| Poem writing | Institution | 9 |
| Essay writing | Institution | 22 |
| Mono acting | Institution | 4 |
| Dance | Institution | 3 |
| Fancy dress | Institution | 2 |
| Solo singing | Institution | 24 |
| Solo dance | Institution | 4 |
| Group dance | Institution | 5 |
| Vegetable carving | Institution | 18 |
| Cooking | Institution | 24 |
| Collage | Institution | 10 |
| Mehandhi designing | Institution | 22 |
| Rangoli | Institution | 20 |
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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 |
|------|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| 2018 | NA | National | 0 | 0 | NA | NA |
| 2018 | NA | Internatio nal | 0 | 0 | NA | NA |
| 2019 | NA | National | 0 | 0 | NA | NA |
| 2019 | NA | Internatio nal | 0 | 0 | NA | NA |

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 student 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 in 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 marksheets along with their wards. In the general welfare of the students, necessary correctiv 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 factor which serves as a base for the success of any organization. Decentralization paves way for a 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 committees activities of the institution. The institution comprises of various committees whose members are nominated from the teaching staff. Each committee is headed by a convenor and consist of 5 to 6 members on an average. 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. Antiragging 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 single staff member. 1. NSS (UnitI) For Boys and Girls. 2. NSS (UnitII) 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. As 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)?

Yes

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 |
|----------------------------|--|
| Curriculum Development | 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. |
| Teaching and Learning | We follow systematic pre meditated course plan which enables us to manage effectively the time available to us for the completion of the syllabus, revision, conduction of tests and seminars. In order to enhance the effective teaching, we use Power Point 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 Teachers meeting were regularly conducted in order to ensure steady progress in the performance of the students. Students are encouraged to register for online courses through 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. |
| Examination and Evaluation | As an institution affiliated to the |

Pondicherry University registering for exams, downloading of hall tickets, viewing of 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.

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 the future development.

Library, ICT and Physical Infrastructure / Instrumentation

The library is well equipped with INFLIBNET barcoding software, partially automated with ebooks and ejournals. A book bank scheme enables the students to access to 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 a auditorium with a seating capacity of 300, retiring room for ladies and CCTV cameras for effective monitoring and recording, a WiFi with a bandwidth of 40Mbps, a Canteen, RO drinking water facility, napkin vending machines and incinerators.

Human Resource Management

Human Resource Management (HR) 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 a role model 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 to prosper and the students will get immense benefits for their overall development. This is a man management for 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 practical aspect of Front office, Hospitality, Ticket Booking, Help Desk and other essential aspect of 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 VivaVoce the students will be eligible to get the Degree in the 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 institution 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 neighboring state of Tamil Nadu

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

| E-governance area | Details |
|--------------------------|---|
| Planning and Development | a. 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 emails and ecirculars. Subsequent work submissions are also through the same portals. |
| Administration | b. Administration: Pondicherry Society for Higher Education (PONSHE) is the |

| | |
|-------------------------------|--|
| | administrative headquarters for the college. All correspondences are done through emails. |
| Finance and Accounts | c. Finance and Accounts: The College office looks after the Financial and Accounting procedures and commitments. |
| Student Admission and Support | d. 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 which will assist them through the entire process of online admission. The Admission website provides all information regarding the available seats of various courses. |
| Examination | e. 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 |
|-------------------|-----------------|---|---|-------------------|
| 2018 | NA | NA | NA | 0 |
| 2019 | NA | NA | NA | 0 |
| 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 development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|-------------------|---|---|------------|------------|--|--|
| 2019 | Quality in itiatives for enrichment of teachers | NA | 24/04/2019 | 24/04/2019 | 30 | 3 |
| 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 | Number of teachers who attended | From Date | To date | Duration |
|------------------------------|------------------------------------|-----------|---------|----------|
|------------------------------|------------------------------------|-----------|---------|----------|

| | | | | |
|--|---|------------|------------|--------|
| development programme | | | | |
| Refresher Course in Mathematics and Statistics | 1 | 05/09/2018 | 25/09/2018 | 21 |
| SwayamNptel Online courses | 4 | 27/08/2018 | 23/11/2018 | 8 week |
| SwayamNptel Online courses | 4 | 28/01/2019 | 26/04/2019 | 12week |
| Faculty development programme | 1 | 21/01/2019 | 26/04/2019 | 12week |
| Faculty development programme | 1 | 23/11/2018 | 25/11/2018 | 3 days |
| Goods and Service Tax | 1 | 13/12/2018 | 14/12/2018 | 2 days |
| NPTEL online course Stress Management | 1 | 27/08/2018 | 28/09/2018 | 4weeks |
| Artificial Intelligence and Machine Learning | 1 | 09/02/2019 | 09/02/2019 | 1 day |
| NPTEL online course leadership | 1 | 27/08/2018 | 28/09/2018 | 4weeks |
| View File | | | | |

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | | Non-teaching | |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent | Full Time |
| 0 | 0 | 1 | 0 |

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 nonteaching staff. Being a Government run college, staff can avail all the welfare schemes made by the Government of Pondicherry and | <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 nonteaching staff. Being a Government run college, staff can avail all the welfare schemes made by the Government of Pondicherry and | <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 |

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
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.

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
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courses organized by
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Colleges. Faculty members
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international levels. •
The faculty members are
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conduct
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etc., from UGC and other
bodies. • Some of our
staff attend many
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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.

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 differentlyabled
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 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/Universit
y 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 the 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 previous year are carefully scrutinized prior to the preparation of 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 out the financial implications in all aspects. The Chartered Accountant nominated by the Pondicherry Society for Higher Education conducts statutory audit of the accounts maintained by the college. AG audit is also conducts annual audit of the salary and other related accounts. The accounts are regularly audited and whenever there are audit objections, systematic followup actions are initiated with the Pondicherry

Society for Higher education to resolve the audit objection. As on date, there is no remarkable audit objection. With regard to internal audit, the college has stock verification team of teachers who visit every department to physically verify the equipments, 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 the better transparency. In the case of expenditure the college has a stated policy of making payment only through cheques for better transparency. Similarly, the college receives donation, 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 |
|--|-------------------------------|---------|
| NIL | 0 | NA |
| No file uploaded. | | |

6.4.3 – Total corpus fund generated

| |
|----------|
| 25078714 |
|----------|

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 | NA | 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)

| |
|---|
| <p>1. As per the guidelines given by NAAC, IQAC was formed 2. Choice based credit system was implemented to the students from the academic YEAR 201718 3. Swayam NPTEL course with 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 computer with 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 improvement 1. Language lab 2. Sports ground 3. Ladies retiring room 4. Incinerator in the ladies toilet 5. Enhancement of library books 6. RO system 7. Canteen inside the campus</p> |
|---|

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 | Quality initiatives for enrichment of teachers | 24/04/2019 | 24/04/2019 | 24/04/2019 | 35 |

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 |
| NA | 28/06/2018 | 28/06/2019 | 0 | 0 |

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 | 0 |
| Provision for lift | No | 0 |
| Ramp/Rails | Yes | 2 |
| Braille Software/facilities | No | 0 |
| Rest Rooms | Yes | 2 |
| Scribes for examination | No | 0 |
| Special skill development for differently abled students | No | 0 |
| Any other similar facility | No | 0 |

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 | 0 | 0 | 14/10/2019 | 0 | 0 | 0 | 0 |
|------|---|---|------------|---|---|---|---|

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

| Title | Date of publication | Follow up(max 100 words) |
|-------|---------------------|--------------------------|
| NA | 01/09/2019 | NA |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|---|---------------|-------------|------------------------|
| Cleaning college campus | 22/08/2018 | 22/08/2018 | 100 |
| Cleaning college campus | 20/09/2018 | 20/09/2018 | 100 |
| Electoral literacy club | 04/10/2018 | 04/10/2018 | 150 |
| Awareness Programme on EMVVVPAT conducted by Election Department and SubCollector | 21/01/2019 | 21/01/2019 | 200 |
| Environmental Awareness | 13/03/2019 | 13/03/2019 | 150 |
| AIDS Awareness Programme | 20/02/2019 | 20/02/2019 | 200 |
| Drug Awareness Cycle rally programme | 07/03/2019 | 07/03/2019 | 200 |

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

1. Rain water harvesting facility is available in the campus and effectively monitored. 2. Tree plantation is promoted and herbal garden is maintained in the campus 3. Segregation of biodegradable and nondecomposable 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

1. SWAYAM - NPTEL online courses 2. Effective implementation of choice based credit system (CBCS)

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>

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 Single point of Contact for NPTELWAYAM online courses and 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 round the year to nurture the talents of students. The college also has a Placement Cell, Grievance Redressal Cell, NSS, Red Ribbon Club, Red Cross Society to provide innumerable opportunities to students to reach out to the society and contribute their might in ameliorating those who are oppressed, powerless and disadvantaged. Also, the college is equipped with computer laboratory Playground, 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

One of the first to get implemented will be the Choice Based Credit System (CBCS) which will be another milestone for effective examination evolution and credit calibration. Students get evaluated and results get published with their credit scores validating subjects by their order of importance. Language labs will be utilized to the maximum where many soft skills and spoken acumen of all the students will get brushed up periodically. Language spoken skills are an important asset as they will serve as attractive talents in the recruitment cycles. A herbal garden planned for long will get shaped up and some rare herbs and plants will be grown with the help of students and staff. A lot of herbs and plant flora have gone missing from this habitat due to changes from rural to urban environment. This herbal garden will serve as a platform to revive and revoke some exotic herbal species which have become extinct at present in this area. A travel help desk will also get shaped up with the help of tourism department. There is a need for identification of tourism hot spots and easy and comfortable logistics for an effective and efficient tour programming. This will serve as an important and free aid for tourists who require assistance while they are on a tour. Many spheres of tourism such as Cultural Tourism, Educational Tourism, Ethnic tourism, landscape tourism, location tourism, beach tourism and marine tourism can be explicitly chartered out. An Admission help desk is also planned to help student enquiries regarding courses and facilities during the admission months. This admission desk will also be extending its services during the single window CENTAC allocation and admission process. Services like online help and admission related submissions will get spruced up and make the process more easier. Skill development programs like Mehandhi Designing, yoga, self defence classes etc will be mooted up in order to stretch the extracurricular talents of the students and also to relax them from this mechanical and stereotypical grueling class schedules. This skill development process will also make the students turn into enterprising entrepreneurs rather than humble employees of some environment. A 62.5kV generator will be installed in order to keep the equipments and laboratories fully functional even in the case of adverse conditions and electricity shutdowns. This is the need of the hour since unwanted electricity breakdowns or interruptions will cause much strain and pain causing

much hindrance to imparting knowledge to students. There is an ever sensed need of starting Post Graduate Courses in this college as the students from in and around far flung areas are forced to reach out to the universities or Post Graduate institutions which are not easy for them to commute from their homes. Hence starting of a few post graduate courses will do much good for students from rural communities which are forced to discontinue their post graduation and higher studies due to commuting costs and social safety for women candidates. Enrollment of SWAYAM and NPTEL courses online will serve as an added asset for the students apart from the physical contact classes. These online courses will give more wings to the students since they can get extra information from the confines of their homes or during their leisure. Smart classes will be also installed in all the departments so as to facilitate media and multimedia assisted learning. One smart class for each department will be installed at the first phase and will be extended for all classrooms. Construction and expansion is an essential sphere for the benefit of the students and staff. New constructions will be done vertically to the order of one floor so as to save unnecessary foundation costs and speedy acquirement of the estate asset. Coaching classes for competitive exams combined with a battery of aptitude tests will be organized for the benefit of students to excel in many competitive exams increasing their employability in due course. Remedial classes in Languages and, reinforcement classes for slow learners will be executed in order to achieve better results and shape of the quality of passes out students. This concept of extending class hours will promote the intellectual stamina of the student.