

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution: Perunthalaivar Kamarajar Arts College

1.2

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

1.3 NAAC Track ID: PYCOGN 18575

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

1.5 Website address: www.pkartscollege.org

Web-link of the AQAR: <http://www.pkartscollege.org/iqac/aqar2015-16.pdf>

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :

06.08.2015

1.8 AQAR for the year:

2015-16

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

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

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Pondicherry University

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

Autonomy by State/Central Govt. / University

-

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (Specify)

-

UGC-COP Programmes

-

2. IQAC Composition and Activities

2.1 No. of Teachers

09

2.2 No. of Administrative/Technical staff

03

2.3 No. of students

-

2.4 No. of Management representatives

-

2.5 No. of Alumni

-

2.6 No. of any other stakeholder and
community representatives

-

2.7 No. of Employers/ Industrialists

-

2.8 No. of other External Experts

-

2.9 Total No. of members

12

2.10 No. of IQAC meetings held : 03

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- Personality development
- Students Motivation Programme
- Journal Art
- Bakthi Literature
- Mat lab
- Aviation guest excellence and air ticketing
- PC Hardware servicing
- Financial Literacy awareness Programme

2.14 Significant Activities and contributions made by IQAC

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

- Preparatory grants were received from RUSA and utilized for various development of the college.
- LCD Projectors and interactive white boards were purchased for each department.
- Library was automated through MODERNLIB software and bar code Technology.
- Sports ground was entirely renovated. A cricket pitch, a kabbadi ground, a kho-kho yard, a volleyball court and a 100-200 meters athletic track were newly built up.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Staff members are instructed to prepare the course plan and the syllabus completion is verified by the respective HODs.	Syllabus was completed as per the course plan.
Parent-Teacher meeting should be conducted department wise and the parents should be updated about their ward's performance.	Parent -Teacher meeting was conducted.
Workshops, Seminars and conferences should be organized for both students and teachers	Organized workshops and Seminars for both teachers and students

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

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

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	05
Trimester	-
Annual	-

1.3 Feedback from stake holders* (On all aspects)

Alumni Parents Employers Students

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

*Please provide an analysis of the feedback in the Annexure

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

-

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

-

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty:

Total	Asst. Professors	Associate Professors	Professors	Others
18	18	-	-	-

2.2 No. of permanent faculty with Ph.D.

11

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
18	12	-	-	-	-	-	-	-	-

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

-

-

12

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	15	-
Presented papers	10	16	-
Resource Persons	02	01	02

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

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

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

184

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

NIL

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

-	-	-
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2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise

Distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. (Functional Tamil)	35	-	68	09	-	77
B.Sc.(Mathematics)	34	-	20	18	4	41
B.B.A. Tourism	26	-	4	65	23	92.30
B.C.A.(Computer Applications)	24	-	33	46	4	83.34
B.Com	28	-	3	11	7	21.43

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

The IQAC periodically conducts sessions to explore avenues to enhance teacher effectiveness through professional skill development training programmes. Periodical assessment of the students ensures their learning potential. The College encourages research, publications, paper presentations and participation in international/national/regional workshops, conferences and symposia.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	06
HRD programmes	06
Orientation programmes	02
Faculty exchange programme	-
Staff training conducted by the university	02
Staff training conducted by other institutions	03
Summer / Winter schools, Workshops, etc.	10
Others	06

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	7	3	-	-
Technical Staff	3	2	-	2

Criterion – III

3. Research, Consultancy and Extension

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

1. IQAC promotes faculty members to register Ph.D degree. Special leaves are sanctioned for course work, conferences and seminars.
2. The college has organized various seminars and workshops to create the research interest and a congenial research atmosphere.
3. Eminent professors and Heads of research Institutions are invited for motivational talk.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	19	--	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	10	21	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	10
Sponsoring agencies	-	-	-	-	Rashtriya Uchchatar Shiksha Abhiyan (RUSA)

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

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

NIL

NIL

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

NIL

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum	NIL	College forum	NIL		
NCC	NIL	NSS	NIL	Any other	NIL

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

1. Blood donation camp.
2. Road safety week – Traffic awareness rally
3. Polio rally
4. Clean India Programme
5. Eye care camp

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	29600 Sq.m	--	--	29600 Sq.m
Class rooms	714 Sq. m	--	-	714 Sq. m
Laboratories	49 Sq.m	--	--	49 Sq.m
Seminar Halls	98 Sq.m	--	--	98 Sq.m
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	NIL	8 CCT Camera	Special Component Fund	08
	01	2 Xerox Machines	Rashtriya Uchcharat Shiksha Abhiyan (RUSA)	03
	-	6 Book Cases	RUSA	
	NIL	1 Portable sound system	RUSA	01
	01	05 Multimedia projectors	RUSA	06
	NIL	05 Interactive white boards	RUSA	05

	38	2 Computers	RUSA	40
	05	01 Printer	RUSA	06
	NIL	44 Scientific Calculators	RUSA	44
Value of the equipment purchased during the year (Rs. in Lakhs)	-	7,68,212.00	-	-
Others	--	--	--	--

4.2 Computerization of administration and library

Library was automated through MODERNLIB software with Bar code technology. Apart from nine steel Book cases, two copier machines, two computer systems and one Laser printer were purchased for Library Automation.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6215	-	4	448	6219	
Reference Books	216	-	6	15099	222	
e-Books	Through N-List					
Journals	05					
e-Journals	Through N-List					
Digital Database						
CD & Video						
Others (specify)	247 Books				247	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	38	01	40 PCs	-	-	-	-	-
Added	02	-	-	-	-	-	-	-
Total	40	-	-	-	-	-	-	-

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

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

4.6 Amount spent on maintenance in lakhs :

i) ICT	Mother board replacement Rs. 6075.00
ii) Campus Infrastructure and facilities	Sports ground clearing – Rs. 40,050.00
iii) Equipments	NIL
iv) Others	Installation of wash basin-Rs. 30,000.00
Total :	Rs . 76,575.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

- Reservation policies for students belonging to OBC/MBC/SC/ EBC/BCM and rural - are applicable as per Government norms during the admission.
- College library is facilitated with the Book Bank Scheme for the SC/ST students. Each student has the facility of taking two more books apart from the usual two books taken on their accounts. He/She can retain the books till the examinations are over.
- Separate toilet and specially built ramp facility are made available for differently-abled students. Manual help is extended whenever necessity arises.
- Hostel run by Adi-Draavidar 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.
- 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.
- Soft skill programs are arranged by ICT academy, Dept. of Information Technology, Government of Puducherry.
- Personality Development Programmes are organized in the college.
- A separate rest room is provided for women students.
- 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.

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
546	-	-	-

(b) No. of students outside the state

20

(c) No. of international students

NIL

Men	No	%	Women	No	%
	236	43.22		310	56.77

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
36	122	-	363	02	523	21	139	-	385	01	546

Demand ratio 1:3

Dropout % : 08

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

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

No. of students beneficiaries

10

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- 40 students have participated in the campus interview conducted by ICICI PRUDENTIAL LIFE INSURANCE CO.LTD and the job fair organized by WINTECH GLOBAL SERVICE
- Data base of our eligible students have been sent to BYPRO TECHNOLOGIES and INFOSYS in January 2016.

No. of students benefitted

10

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NIL	NIL	NIL	10

5.8 Details of gender sensitization programmes

- World Women's day was celebrated in our college on 08.03.2016. The function was presided over by the Chief Guest Mrs. P. Ragini, District Development Officer and gave a talk on Women & Identity, Empowerment of women in Higher Education, Violence against Women- Vulnerabilities and Strategies, Self defence for Women. Also an Essay competition was conducted in the college in the contemporary women empowerment topics to impart awareness for World Women's day celebration.
- A Women cell is going to be constituted in the next academic year for which an amount of Rs. 25,00,000.00 was sanctioned by RUSA.

5.9 Students Activities

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

State/ University level

09

National level

NIL

International level

NIL

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	71	-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

1. Since the course B.A.(Functional Tamil) was not considered in Tamil Nadu Recruitment Board, it has been changed as B.A.(Tamil) from this academic year.
2. As girl students did not have enough number of toilets, eight new ladies toilets have been constructed.
3. Sanitary napkin incinerator was installed for girls in girls retiring room.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

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

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

6.2 Does the Institution has a management Information System ?

No.

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

6.3.1 Curriculum Development

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

6.3.2 Teaching and Learning

1. Lecture plan is prepared in the beginning of the semester and the syllabus coverage is monitored.
2. Well stocked library is provided for the students.
3. Result analysis is done and weak students are identified.
4. Remedial classes are conducted for the students.
5. An innovative practice in teaching is implemented.
6. Seminars, workshops and quality improvement programmes are conducted.
7. Feedback is collected from the students.
8. Model examination is conducted for the students.

6.3.3 Examination and Evaluation

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

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

The University has initiated various evaluation reforms viz.

1. Introduction of Online Admission & Student Information System (OASIS).
2. Introduction of internal assessment system.
3. Introduction of objective questions in the B.A (Functional Tamil) question papers.
4. Publication of examination result by online.

The college has adopted various University reforms concerning evaluation viz.

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

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

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

6.3.4 Research and Development

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

6.3.5 Library, ICT and physical infrastructure / instrumentation

E-Books, e-journals can be downloaded through INFLIBNET.

Book bank scheme is available in the library for the SC students.

ICT training programme is offered by the government for the final year students.

Interactive white boards and LCD projectors are used for the students.

Sports ground was renovated and sports equipments were purchased.

Students are encouraged to participate sports events at University, State and National level.

6.3.6 Human Resource Management

1 Teaching hours are effectively utilized by the staff members as per UGC norms.

2. Punctuality of the staff members are maintained using bio-metric system of attendance.

3. Sufficient number of faculty members are provided to each department.

4. Smart class rooms are utilized and it helps in time management.

5. Various cells like NSS, YRC, RRC, Anit-Ragging Cell, and Sexual Harassment Cell are formed among the staff members

6. Study permission is given to staff to pursue their higher studies.

7. Staff members are eligible to avail their leave as per government norms.

8. Prior intimation of leave helps in making alternate arrangement for their work.
9. Evaluation of staff is done using confidential report.
10. Periodical increments are given to all the staff members.

6.3.7 Faculty and Staff recruitment

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

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

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

6.3.8 Industry Interaction / Collaboration

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

6.3.9 Admission of Students

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

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

Candidates who appeared for the supplementary examinations can also submit the filled in Application Form to The Convenor, CAPASC on or before the last date. However, such

candidates should submit the attested photo copy of mark statement of the qualifying examination within five days from the date of issue of mark sheet. These admissions are done strictly according to the conditions laid down by Pondicherry University.

6.4 Welfare schemes for

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

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Principal
Administrative	Yes	Yes	Yes	CA. Sonal Metha

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

For UG Programmes Yes No

For PG Programmes Yes No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

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

6.12 Activities and support from the Parent – Teacher Association

The College does not have an established Parent – Teacher Association. However there are activities organised by the college wherein parents are encouraged to attend. In the beginning of the academic year it is mandatory that parents of I yrs' students attend an Orientation on all academic programmes and student support services offered on campus. Departments organise a one-on-one dialogue with parents whose children need further support and counselling services to enhance performance.

6.13 Development programmes for support staff.

Support staff have attended the workshop “Advanced Teaching Skill” organized in the college in August 2016.

They have attended the ICT training programme organized by the government of Puducherry.

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

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

- **Energy conservation:** All the classrooms are ventilated and well-lighted and do not require artificial lighting during day time. Staff and students are advised to turn off all the electrical items when they are not using them.
- **Water Harvesting:** Rain water harvesting structures have been installed in the campus. The water overflow is checked and the leaking points are identified and repaired immediately. Suitable measures are taken to prevent wastage of water. Rain water is not allowed to drain off.
- **Efforts for Carbon Neutrality:** Plantation of trees has been increased to absorb CO₂ emitted in the atmosphere and to provide an effective screen in covering carbon inflow. The college has a specific parking shed for vehicles which assures a pollution-free environment. Also, students are motivated to use bi-cycles. Campus has adequate number of trees to maintain the air quality by absorbing carbon dioxide and releasing oxygen.
- **Plantation:** The College has a green and serene atmosphere. Students take keen interest in tree plantation every year and they organize special programmes for plantation of trees within the campus. Our B.B.A., students involved in tree plantation and planted 100 trees within the campus.

- **Hazardous Waste Management:** Hazardous Waste in the college is very much negligible. As there are four sanitary assistants, the sanitary wastes are disposed periodically.
- **E-waste Management:** The e-waste generation is very minimal in the campus. If the computers and its accessories are not in a working condition, they will be immediately repaired and reused again in the computer laboratory. If their life time is over, the old computers and spare parts are disposed by 'Pay-Back' scheme.

Criterion – VII

7. Innovations and Best Practices

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

1. Recieved grants from Rashtriya Uchchar Shiksha Abhiyan (RUSA)
2. Various workshops, Seminars and guest lectures were arranged
3. Library was automated through MODERNLIB software.
4. ICT tools werer purchased for office administration and the library.
5. The class rooms, staff rooms and office rooms were repaired and sports ground was entirely renovated.

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

1. Organized a police institution interface programme, headed by the Superintendent of Police Thiru. V. Deivasigamani for all the first year students in September 2015.
2. Organized a three days workshop on “Advanced Teaching Techniques” conducted by ICT Academy from 17.08.2015 to 19.08.2015 for all the teaching and non teaching staff members.
3. Organized a five days workshop on handmade craft from 26.10.2015 to 30.10.2015 for third year students of all the departments. The participants were trained by **Mr. V.K. Munusamy**, National & UNESCO Awardee, Trainer and President, Pondicherry Crafts Foundation.
4. Organized a workshop on Personality Developement through Drama on 9th September 2015 for second and Final year students of Tamil Department.

5. Organized a workshop on Contemporary Tamil Through Linguistics from 13th to 14th October 2015.
6. Organized a workshop on “Journal Art” on 26th October 2015 and a programme on “Bakthi Literature” on 30th October 2015.
7. Organized a “Workshop on Matlab and Image Processing Tool Box” from 21st to 25th of September 2015 for the final year students of Mathematics.
8. Organized a **Work Shop** on “AVIATION GUEST EXCELLENCE AND AIR TICKETING” on 3rd September 2015 for the II and III BBA students.
9. A 15 days **study tour** was organized for III Year BBA students to Jaipur, Amritsar, Wagha Border, Shimla, Agra and New Delhi from 18th January to 2nd February 2016. Dr. Sabu K. Thankappan and Dr. I Kathirvel, Assistant Professors of Tourism accompanied the students.
10. Organized a practical oriented workshop on PC Hardware Servicing on 23rd October 2015 for the III year students of B.C.A.
11. Organized a workshop on “**Personality Enrichment and Value Addition (Ways, Application, Learning Tools)**” on 29th September 2015.
12. Organized a workshop on “**Financial Literacy Awareness Programme**” on 2^{9th} January 2016.
13. College Library was automated through MODERNLIB software with Bar code technology. Nine steel Book cases, two copier machines, two computer systems and one Laser printer were purchased for Library Automation.
14. Five multimedia projectors and five interactive whiteboards were purchased and distributed to all the departments. A portable sound system was purchased and it is made available for all the departments whenever it is needed. 44 Scientific calculators were purchased for the use of students.
15. Eight new washrooms have been constructed for ladies with the MP-LAD fund.
16. The sports ground was entirely renovated. A cricket pitch, a kabbadi ground, a kho-kho yard, a volleyball court and a 100-200meters athletic track were newly built up.

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

Ref. Annexure II

7.4. Contribution to environmental awareness / protection

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

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

7.5 Whether environmental audit was conducted?

Yes No

8. Plans of institution for next year

1. Enhancing research activities and publications
2. Curriculum Restructuring
3. Conducting Faculty development programmes.
4. Organizing Workshops, seminars and conferences for the students
4. Introducing eco friendly infrastructure facilities
5. Introducing PG courses and increasing the strength in the existing courses
6. Constructing a new building with auditorium
7. Building a separate building for women cell.

Name: Dr. V. INDIRA,

ASST PROFESSOR OF MATHEMATICS



Signature of the Coordinator, IQAC

Name: Dr. W.V. BALAJI

PRINCIPAL



Signature of the Chairperson, IQAC

Abbreviations:

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



Best Practice – I:

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

2. Goal of the Practice:

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

The Context:

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

3. The Practice:

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

4. Evidence of Success:

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

5. Problems encountered and resources required:

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

6. Notes:

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

Best Practice – II:

1. Title of the Practice: Creating social awareness among the students.

2. Goal of the Practice:

The objective is to create awareness and cultivate civic responsibilities for the students. It makes them disciplined and motivated to perform their social activities with full involvement and dedication.

The Context:

To create awareness among the students about Clean India, Personality Development, and Health and Hygiene.

3. The Practice:

Various activities were conducted related to social awareness through NSS.

- From 18.02.2016 to 24.02.2016, a special camp was organized for the NSS students for Clean India, personality development, health and hygiene in which a total of 60 students have participated.
- Awareness for Clean India Camp was organized for five days from 05.10.2015 to 09.10.2015. in the college. N.S.S Volunteers participated in cleaning the college campus.
- Dr. Thamizharasi, Executive of Govt. General Hospital and Health Centre conducted an Awareness programme on Eye – Care – Camp in the college on 12.10.2015.
- On 13.01.2016, an awareness programme for Polio rally was held in Kalitheerthal Kuppam.
- On 19.01.2016, driving License Exam was conducted in the college campus.
- On 21.01. 2016, many of our students have participated Traffic Awareness rally in beach road, Puducherry.
- From 08.02.2016 to 12.02.2016 N.S.S Volunteers Sowndharya, Parasuraman, Manju, Nagalakshmi, Priyanka and Rama attended the five days Seminar on “Training of Trainers on Youth Employability skills” organized by the Department of Economics, Pondicherry University in association with Rajiv Gandhi National Institute of Youth Development, Sriperumpudur.
- College campus was cleaned on 28.03.2016 by the NSS students.

4. Evidence of Success:

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