

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

Data of the Institution

1. Name of the Institution: Avvaiyar Government College For Women

- **Name of the Head of the institution :** Dr. A. Pragasam, Ph.D.,
- **Designation:** Principal
- **Does the institution function from own campus:** Running its Own building
- **Phone no./Alternate phone no.:** 04368 222611
- **Mobile no.:** 9443631125
- **Registered e-mail:** hoiagcw@gmail.com
- **Alternate e-mail :** apragasam@gmail.com
- **Address :** Dr. Ambedhkar Street, Karaikal, Puducherry.
- **City/Town :** Karaikal
- **State/UT :** Puducherry. UT
- **Pin Code :** 609 602

2. Institutional status:

- **Affiliated / Constituent:** Affiliated
- **Type of Institution:** Women's College
- **Location :** Urban
- **Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing:** UGC 2f and 12 (B)
- **Name of the Affiliating University:** Pondicherry University
- **Name of the IQAC Co-ordinator :** Dr. Natesan Payer Nadimuthu.
- **Phone no. :**
- **Mobile:** 9443421656
- **IQAC e-mail address:** agcwiqac@gmail.com
- **Alternate Email address:** hoiagcw@gmail.com
- **Web-link of the AQAR: (Previous Academic Year):** **NIL**

4. Whether Academic Calendar prepared during the year? **YES**

Yes/No....., if yes, whether it is uploaded in the Institutional website: Yes

Weblink: **NO**

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st				from: to:
2 nd				from: to:
3 rd				from: to:
4 th				from: to:
5 th			NA	from: to:

6. Date of Establishment of IQAC: 12/03/2014:

7. Internal Quality Assurance System

7.1 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
NIL	NIL	NIL

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Dr.Kamachi, Asst. Professor in English	Socio-Economic Factors in English Language teaching in Female Students with Reference to Students of Karaikal	UGC	2014-15	Rs.2,75,000
Dr.Kamini, Asst. Professor in English	Transforming Lives: E-learning ELT with Reference to Students of Karaikal	UGC	2014-15	Rs.3,00,000
Dr.V.Raji Sugumar Department of Home Science	Respiratory discomforts among school children in the UT of Puducherry	ICSSR	2014-16	Rs.10,00,000

9. Whether composition of IQAC as per latest NAAC guidelines: Yes

Yes, Internal Quality Assurance Cell was constituted on 12/03/2014, as per the guidelines of the UGC, with the following composition.

Sl.No.	Name	Designation	Category	Position
1	Dr. A. Pragasam	Principal	Head of the Institution	Chair Person
2	Prof. S. Ramachandran	HOD, Zoology	Senior Faculty	Member
3	Dr.W.V. Balaji	HOD, Commerce	Senior Faculty	Member
4	Prof. R. Sekar	HOD, Physics	Senior Faculty	Member
5	Dr. R.K.Dutta	HOD, Plant Science	Senior Faculty	Member
6	Dr. M. Palanisamy	HOD, English	Senior Faculty	Member
7	Mr. S.Muralidharan	Superintendent of the College Office	Senior Administrative Official	
8	Dr. V.Chellamuthu	Dean, PAJANCOA & RI	External Expert on quality Management - Academic	Member
9	Mr. A.S.T. Ansari Babu	Former President, PTA, AGCW	External Expert on quality Management – Local Community	Member
10	Dr. Natesan Payer Nadimuthu	Coordinator	Senior Faculty– Additional Charge	Member - Secretary

10. No. of IQAC meetings held during the year:

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No **NO**

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? **NO**

If yes, mention the amount: Year: **NA**

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

- The quality assurance procedures are made known to the staff by lectures/ circulars/ specific trainings.
- The college has given training on ICT based teaching to the teachers with its faculty members due to this, many of the teachers are using ICT tools in their class teaching.
- The IQAC has created an e-mail account for communication through which the communications are made, besides sending the circulars.
- Administrative and academic activities are interlinked with IQAC
- Getting the feedbacks from the Representatives of the students

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

Plan of Action	Achievements/Outcomes
NIL	NIL

14. Whether the AQAR was placed before statutory body? Yes /No: **Yes**

Name of the Statutory body: Date of meeting(s): **NIL**

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

Yes/No: **No** **Date: NIL**

16. Whether institutional data submitted to AISHE: Yes/No: **Yes**

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

Our college deploys the following well-chalked out action plan for effective implementation of the prescribed curriculum.

Academic Calendar

At the beginning of each academic year, the Academic Calendar is prepared and distributed to all the faculty members, students and non-teaching staff members.

Time Table

Timetables are prepared at the end of the semester for the next semester at the departmental level by the

HODs with the consultation of the faculty members of the respective department. A copy of the same is submitted to the principal for information's. Principal ensures readiness of the timetables for the use of the stakeholders from the beginning of each semester.

Utilization of the curriculum

At the end of the academic session, meetings are held at the departmental level for dividing the syllabus according to the number of teachers and the schedule of work is allotted to the respective teachers which include the number of classes to be taken.

The curriculum delivery is effectively done through lectures, supported by Power Point Presentations using LCD Projectors. Simplified study material is also given to the students in print/ soft copy/ hand written form. This is supplemented by Group Discussions, Seminars and Interactive sessions.

The teachers acquaint the students with the prescribed course content, texts and also recommend relevant books. They are also well informed about the pattern of the university question paper for better understanding.

Problem solving and doubt clearing sessions

On successful completion of the curriculum, sufficient time is reserved for problem solving and doubt clearing sessions. Our highly qualified and dedicated faculty members impart the best of guidance and training to our students.

Students' Assignment

Teachers assess the understanding level of the students by interactions (putting questions on the subject taught), Class tests and Model exams are conducted to ascertain the students' proficiency level.

Internal monitoring mechanism

To monitor the effective implementation of the prescribed curriculum, our institution has an internal mechanism whereby the principal, assisted by Head of the Departments, ensure that classes are met on a regular basis. This promotes efficiency and regularity.

Regular periodic departmental meetings are held to review the progression of the syllabus.

Adequate steps are undertaken to ensure minimum absenteeism.

The quality of the education imparted to students is monitored and ensured through Internal Quality Assurance Cell.

Regular feedback obtained from the stakeholders, with respect to the quality of enrichment programmes are monitored and evaluated by the IQAC and necessary remedial measures are incorporated.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

NIL

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
NIL	NIL	NIL	NIL	NIL

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

NIL					
Programme with Code	Date of Introduction		Course with Code	Date of Introduction	
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.					
NA					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
	NA	NA		NA	NA
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
NA					
	Certificate		Diploma Courses		
No of Students	NA		NA		
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
<p style="color: blue;">Edible mushroom culture and Bio fertilizers is the course offered by the College. The College has developed curriculum for the UGC sponsored Career oriented certificate course on Edible Mushroom Culture and Bio fertilizers and also has got approval for the syllabus and permission for offering the programme from the affiliating University.</p>					
Value added courses		Date of introduction		Number of students enrolled	
1.3.2 Field Projects / Internships under taken during the year					
NIL					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
NIL			NIL		
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders. NIL					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
No	No	No	No	No	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
NA					
CRITERION II -TEACHING-LEARNING AND EVALUATION					
2.1 Student Enrolment and Profile					
2.1. 1 Demand Ratio during the year					
Data on number of applications received are recoverable for the current year only.					
2014-15					

Programmes	Number of applications	Number of students admitted	Demand Ratio
Under Graduate Programmes (B.A./B.Sc./B.Com.)			
English	614	63	9.7
History	214	64	3.3
Mathematics	197	30	6.5
Physics	244	26	9.4
Chemistry	370	28	13.2
Computer Science	346	36	9.6
Home Science	139	34	4.1
Plant Science	242	33	7.3
Commerce	349	64	5.4
Corporate Secretaryship	301	33	9.1
Post Graduate Programmes (M.A./ M.Sc.)			
English	35	18	1.9
History	19	9	2.1
Plant Science	11	8	1.4

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio

Ratio is calculated for based on the sanctioned/ approved strength of the faculty/ students for the main papers (theory and practical alone). Allied and language subjects are not included.

Sl.No.	Programme	Degree	Teacher: Student ratio (Sanctioned)
1	Under-Graduate	B.A. English	1:45
		B.A. History	1:45
		B.Sc. Mathematics	1:23
		B.Sc. Physics	1:23
		B.Sc. Chemistry	1:23
		B.Sc. Plant Science	1:15
		B.Sc. Home Science	1:25
		B.Sc. Computer Science	1:50
		B.Com.	1:45
		B.Com. Corporate Secretaryship	0:99
2	Post-Graduate	M.A. English	1:12
		M.A. History	1:60
		M.Sc. Plant Science	1:5

Details of programmes offered by the college (Give data for current academic year)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
1	Under-Graduate	B.A. English	3 Years	H.Sc.	English	60	60
		B.A. History	3 Years	H.Sc.	Tamil	60	60
		B.Sc. Mathematics	3 Years	H.Sc.	English	30	30
		B.Sc. Physics	3 Years	H.Sc.	English	30	27
		B.Sc. Chemistry	3 Years	H.Sc.	English	30	26
		B.Sc. Plant Science	3 Years	H.Sc.	English	30	30
		B.Sc. Home Science	3 Years	H.Sc.	English	33	33
		B.Sc. Computer Science	3 Years	H.Sc.	English	33	33
		B.Com.	3 Years	H.Sc.	English	60	60
		B.Com. Corporate Secretaryship	3 Years	H.Sc.	English	30	30
2	Post-Graduate	M.A. English	2 Years	B.A.	English	18	18
		M.A. History	2 Years	B.A.	English	20	9
		M.Sc. Plant Science	2 Years	B.Sc.	English	12	7
3	Integrated Programmes PG	-	-	-	-	-	-
4	Ph.D.	-	-	-	-	-	-
5	M.Phil.	-	-	-	-	-	-
6	Ph.D	-	-	-	-	-	-
7	Certificate courses	-	-	-	-	-	-
8	UG Diploma	-	-	-	-	-	-
9	PG Diploma	-	-	-	-	-	-
10	Any Other	-	-	-	-	-	-

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses

	411	34	44	0	44
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)					
All the departments are provided with ICT enabled classrooms for the effective delivery of lectures (The College has 19 LCD projectors and 4 interactive boards in various departments for the delivery of lectures to the students).					
Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
44	NIL	4	10	10	NIL
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)					
NIL					
Number of students enrolled in the institution		Number of fulltime teachers		Mentor: Mentee Ratio	
NIL		NIL		NIL	

2.4 Teacher Profile and Quality

2.4.1.No. of Sanctioned positions: **63**
 No. of filled positions: 44
 Vacant positions:19
 Positions filled during the current year: NIL

2.4.2 Honours and recognitions 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
2014	Dr.R.Nirmala	Associate Professor of Tamil	ஆய்வுக்கடல் வித்தகி இசைப்பிரியா, திருவாரூர் கபிலர் விருது - குறிஞ்சிக் கபிலர் தமிழ்ச்சங்கம், 2014 நாமக்கல் தமிழிலக்கிய விருது - தமிழ்நாடு திருவள்ளூர் கலை இலக்கியச் சங்கம், சென்னை சமய இலக்கியக் கலாநிதி இந்து சமயஇலக்கியப் பேரவை - காரைக்கால்
2014	Dr.N.Ilango,	HOD of Tamil	இலக்கியப் பேரொளி குடும்பவிளக்கு சாவித்திரி அம்மையார் அறக்கட்டளை, புதுச்சேரி
2014	Mrs. K.M. Tajun Meera Begum,	HOD of Chemistry	Service of Excellence, Management of Thassim Beevi AbdulKadir College for Women, Kilakarai

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				
Program me 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
NIL	NIL	NIL	NIL	NIL
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)				
NIL				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
Every year academic calendar prepared and distributed to students and staff				
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)				
Nil				
2.6.2 Pass percentage of students				
Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
B.A.	English	43	26	60.47%
B.A.	History	42	8	19.05%
B.Com	Commerce	46	22	47.83%
B. Sc.	Mathematics	23	18	78.26%
B. Sc.	Physics	20	18	90.00%
B. Sc.	Chemistry	20	10	50.00%
B. Sc.	Plant Science	17	12	70.59%
B. Sc.	Home Science	10	6	60.00%
B. Sc.	Computer Science	25	22	88.00%
BCS	Corporate Sectarhip	28	11	39.29%
M.A.	English	15	15	100.00%
M.Sc.	Plant Science	9	9	100.00%
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 Academic year
Major projects	2014-16	Agency ICSSR, New Delhi	10,00,000	-
Minor Projects	2014-15	UGC	2,75,000 & 3,00,000	2,75,000 & 3,00,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects (<i>other than compulsory by the College</i>)	-	-	-	-
International Projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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(s)
Nil	Nil	Nil

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Nil				

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by

Nil

Name of the Start-up	Nature of Start-up	Date of commencement				
Nil						
3.3 Research Publications and Awards						
3.3.1 Incentive to the teachers who receive recognition/awards						
State	National	International				
Nil						
3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)						
Name of the Department	No. of Ph. Ds Awarded					
English	2					
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication	Average Impact Factor, if any			
National						
International						
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department		No. of publication				
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Nil						
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication

NIL				
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :				
No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops				
Presented papers				
Resource Persons				
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 co-ordinated such activities	Number of students participated in such activities	
	Nil			
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	No. of Students benefited	
	Nil			
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 coordinated such activities	Number of students participated in such activities
Nil				
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				
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 linkag	Title of the linkage	Name of the partnering institution/ industry /research lab with contact	Duration (From-To)	participant

e		details		
		NIL		
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year NIL				
Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs	
Nil				
CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES				
4.1 Physical Facilities				
All the departments are provided with ICT enabled classrooms for the effective delivery of lectures.				
The College has 19 LCD projectors and 4 interactive boards in various departments for the delivery of lectures to the students				
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year				
Budget allocated for infrastructure augmentation		Budget utilized for infrastructure development		
32,50,000				
4.1.2 Details of augmentation in infrastructure facilities during the year				
Facilities	Existing	Newly added		
Campus area	0.79 & 2.69 Acres	1.08.00 Ha.		
Class rooms	36	Nil		
Laboratories	8	Nil		
Seminar Halls (Conference Hall)	1	NIL		
Classrooms with LCD facilities	19	Nil		
Classrooms with Wi-Fi/ LAN	Nil	Nil		
Seminar halls with ICT facilities	1	Nil		
Video Centre				
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Nil			
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil			
Others				
4.2 Library as a Learning Resource				

4.2.1 Library is automated { Integrated Library Management System -ILMS }						
Name of the ILMS software	Nature of automation (fully or partially)		Version		Year of automation	
	Nil					
4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	34997	-	393	146537.0	35390	
Reference Books	-	-	-	-	-	
e-Books	-	-	-	-	-	
Journals	-	-	-	-	-	
e-Journals	-	-	-	-	-	
Digital Database	-	-	-	-	-	
CD & Video	-	-	-	-	-	
Library automation	-	-	-	-	-	
Weeding (Hard & Soft)	-	-	-	-	-	
Others (specify)	-	-	-	-	-	

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing									
Added									
Total									
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
NIL									
..... 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									

4.3.4 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		

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

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Nil		
Financial support from other sources			
a) National			
b) International			

Scholarships for the SC /ST students are provided by the Government of Puducherry and Muslim students get financial supports from Wakf Board.

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.,

Soft Skill development

An important initiative that the college has taken is giving training on soft skill to the students. In order to implement it, the college has established English language laboratory.
Dept. of Commerce:

Training given to students on Soft Skills for BPO's /CALL Centers Jobs with National Skill development programme by Pondicherry Multipurpose Social Service Society (PMSSS), Pondicherry.	20.1.14 to 26.2.14
Soft skill programme by S.Krishnamourthy & Syed Nukman - Partner NDCS with RVS rise skills solution Pvt. Limited.	6.2.14

Remedial coaching

Type	Scheme	Source
Academic	Remedial Coaching	UGC

Association in Leadership Camps. Students Counseling activities/Soft skill training/ Remedial Coaching/ UGC NET Coaching Classes

Remedial coaching for slow learners.

The college offers remedial coaching to SC/ST/OBC (non-creamy layer) and minority students using the funds received from University Grants Commission.

Remedial Coaching classes are conducted with the financial support of UGC.

Language Lab.

To improve the language skill, a language laboratory has been established and frequent training is given to all the students.

The college offers training on communication skills using the Language Laboratory.

Communication skill development	A language laboratory with 30 thin Clint PCs and a server is available for this purpose.
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Department of English is offering spoken English programmes using the language laboratory.

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved

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 by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed

The UGC unit was offering coaching classes for various competitive examinations but main attention on Civil Services. The coaching classes were organized by inviting resource persons from well-established

coaching centers at Chennai on all the Saturdays and Sundays. Large number of students has enrolled in these coaching schemes

The students are given coaching for various competitive examinations including NET by the UGC unit.

The college conducts coaching classes for National Eligibility Test under UGC XI Plan and XII Plan Merged Schemes. 80-100% students of the Post Graduate Students have been appearing for the NET examinations in their final semester but none has qualified.

The college offers coaching programmes for Civil Services under UGC Merged Scheme. For other services such as banking and state services also the college organizes coaching programmes as per the requirements. No student has qualified civil service examination but the students have benefitted by entry in other services through the coaching classes offered by us.

Career Counseling

College has a Career Counseling and Guidance Cell which guides and instructs the students about all opportunities and competitive exams etc.

The UGC unit was offering coaching classes for various competitive examinations but main attention on Civil Services. The coaching classes were organized by inviting resource persons from well-established coaching centers at Chennai on all the Saturdays and Sundays. Large number of students has enrolled in these coaching schemes.

Yes, the college has Career and Guidance Cell which was supported by UGC XI Plan Merged Scheme. The cell has organized several programmes on self employment avenues, orientating for facing the interviews, preparation of CV etc. to prepare themselves for job opportunities and interviews. The cell is displaying the job avenues in the notice boards but no campus interviews have been yet organized.

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	No. of grievances redressed	Average number of days for grievance redressal

The performances of the students are finally evaluated by the university through the examinations. As per the guidelines of the affiliating university, the students of affiliated colleges of Pondicherry University should forward their grievances through the respective colleges only. Thus, the college has a Students Section and the students make their representations to the university through this section with the recommendations/remarks of the HODs concerned and the Principal of the college. At the College level, the grievances pertaining to the internal assessment are addressed by the HODs. The students if not satisfied with the reply of the HOD, can appeal to the Principal directly.

Yes, the institution has a Grievance Redressal cell to address and redress the grievances of the students during their course of study.

As per the directions of the Government of Puducherry, the college has constituted a seven

member committee under Sexual Harassment of Women at Workplace (Prevention, prohibition and redressal) Act 2013. The committee meets to discuss the issues as per the requirements and also as directed by the principal.

Sexual Harassment

As per the directions of the Government of Puducherry, the college has constituted a seven member committee under Sexual Harassment of Women at Workplace (Prevention, prohibition and redressal) Act 2013. The committee meets to discuss the issues as per the requirements and also as directed by the principal.

The Institution ensures grievances / complaints and attends and resolves those effectively.

The principal is accessible to all the members for sharing their grievances and concerns. Faculty members, students and non-teaching staff members are free to express their complaints and problems privately. The principal listens the problems of all the redress their problems.

Ragging

For ragging related grievances, anti-ragging committee and anti-ragging squad are formed. Mobile numbers of the members of the committee/ team are displayed in the beginning of the academic year in all the classes to prefer their complaints even through mobile phones. It is worth mentioning that the Sub-Inspector of All Women Police Station, and PTA President of the College are the members in the anti-ragging committee.

The college has Anti-ragging Committee and Anti-ragging Squad in order to enquire and take action and also to monitor the incidence, respectively. No ragging activity is reported during the last four years.

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
			NIL		

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
NIL	NIL	NIL	NIL	NIL	NIL

The college is the only avenue for higher education of women. Therefore, the college plans for upgrading all the departments as Postgraduate departments to offer with interdisciplinary innovative programmes.

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	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	NIL	NIL
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

NIL

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

Activity	Level	Participants

Intramural competitions are conducted every year during even semester at the college in view of the celebrations of Sports Day and College Day. In addition, the students are guided to take part in competitions at various levels. Details on the participation of students in various activities are given below.

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/ International	Sports	Cultural	Student ID number	Name of the student

Namakkal, Kurinji Kabilar Tamizh Sangam has conducted **State Level competitions** (Tamilnadu & Puducherry) in connection with 65th Republic Day celebrations. Under the coordination of Dr. R. Nirmala, 24 students participated in poetry writing (Tamil) competition; 54 students participated in essay writing competition; 58 students participated in drawing competition. R. Priyadharshini, II B.Sc. Maths has got fourth place in Drawing Competition, A. Ranjani, I B.Sc. Physics and P. Jenifer, II B.Sc. Plant Science have got consolation prizes in poetry writing and essay writing, respectively and they are awarded with medals and books. Students participated in poetry writing competition were awarded **Kavi Murasu 2014** Award. Students participated in essay writing competition were awarded with **Ilam Sirpi 2014** Award. Students participated in drawing competition were awarded **Oviyamani 2014** (August 2014).

2014-15

Paramatti Vellore, Kaviyasar Kalai Tamizh Sangam has conducted **State Level competitions** (Tamilnadu & Puducherry) in connection with 68th Independence Day Celebrations. Under the coordination of Dr. R. Nirmala, 40 students have participated in poetry writing (Tamil)

competition; 25 students participated in essay writing competition; 33 students participated in drawing competition. R. Pandeewari, I B.Sc. Computer Science has got Fifth place in poetry writing, T. Sri Dhanalakshmi Bai, I B.A. History has got fifth place in essay writing, and they are awarded with medals and books. Students participated in poetry writing competition were awarded with **Kavi Suriyan 2014** Award. Students participated in essay writing competition were awarded with **Ilakkiya Sudar 2014** Award. Students participated in drawing competition were awarded with **Oviyak Kalaimani 2014** Award (August 2014).

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

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

5.3.2 No. of ~~registered~~ enrolled Alumni:

5.3.3 Alumni contribution during the year (in Rupees) :

5.3.4 Meetings/activities organized by Alumni Association :

The institution has evolved a stakeholders' web by forming different platforms like College Council, College Planning Board, Alumni Association, Parent Teacher Association and various Committees. Meetings are organized separately for these platforms and the policies are discussed in detail. Besides this, the academic calendar and the circulars issued from time to time are communicating with the stakeholders on the quality assurance policies of the college.

The Alumni Association gets record on their placement.

Apart from that, the Alumni Association meeting and General Body meeting of PTA are conducted annually.

The alumni of the college are in many responsible positions. As a mark of respect and gratitude to their alma mater which has shaped and chiseled their personalities, they render valuable service to the college by organizing events and arranging lectures. These kinds of activities give inspirations to the students which in turn improve the quality of the students. Further they offer feedbacks, which are really valuable for the quality improvement of the college.

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)

NIL

6.1.2 Does the institution have a Management Information System (MIS)?
Yes/No/Partial:

NIL					
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):					
❖ Curriculum Development					
❖ Teaching and Learning					
❖ Examination and Evaluation					
❖ Research and Development					
❖ Library, ICT and Physical Infrastructure / Instrumentation					
❖ Human Resource Management					
❖ Industry Interaction / Collaboration					
❖ Admission of Students					
6.2.2 : Implementation of e-governance in areas of operations: NIL					
❖ Planning and Development					
❖ Administration					
❖ Finance and Accounts					
❖ Student Admission and Support					
❖ Examination					
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 NIL					
Ye ar	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	
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	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non- teaching staff)
<p>The College:</p> <ul style="list-style-type: none"> • Encourages and permitted all the eligible teachers to attend refreshers courses and orientation programmes • Encourages the faculty in participation of workshops/ conferences/ symposia/ seminar etc. • Organized ICT programmes to the faculty members • Organized faculty recharge programmes to the faculty members • Extended internet facility to all the faculty members 					

- Encourages the faculty for doing part-time Ph.D. and full time Ph.D. under UGC FIP
- Finds difficulty in supporting professional development of non-teaching staff members as they are frequently transferred to other (non-academic) departments. However, the college provides ICT facilities to the non-teaching staff members who are working in the college office, office of the principal and library. Generation of pay bills, hall tickets, and official communications are made through online with these facilities. Softwares are developed for admission, library purposes. All these ICT based administrative processes are serving as avenues for learning and also compel all the non-teaching staff members to their professional development.

ICT DETAILS

The college, keeping in view the changes taking place in higher education, is equipping the classrooms suitable for ICT based teaching learning. To make use the facilities created effectively, college imparted ICT programmes for faculty. Faculty recharge programmes are organized for the teachers for motivating the employees for the roles and responsibilities they perform. The college also sanctions Special Casual Leave to the faculty for attending seminars /conferences to keep them updated on the recent advancements in their respective fields.

The PTA organizes meeting on the ‘Teachers Day’ and honors them suitably. In this meeting, students speak on the topic “the qualities of Teachers that inspired me very much” and the speech motivates the teachers to be more responsible

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

Sl.No	Academic Staff Development Programmes	No. of faculty nominated
1	Refresher Courses	2
2	Orientation Programmes	1
3	Staff Training Conducted by other institutions	-
4	Summer / Winter Schools, Workshops etc.	-

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary

**TEACHING;
REGULAR -44**

FULL TIME -

**NON-TEACHING;
REGULAR
FULL TIME**

6.3.5 Welfare schemes for

Teaching

Non teaching

Students

The government offers many welfare schemes to its teaching and non-teaching staff members and these schemes are made available to all the eligible teaching and nonteaching staff of our college. They are:

- Children Education Allowance: Reimbursement of tuition fee in full up to 2 children (Rs. 3,52,608/- during 2013-14).
- Leave Travel Concession: Reimbursement of Train fare/ Air fare based on the position (Rs.99,720/- during 2013-14).
- Medical reimbursement: Reimbursement of amount for medicine/ hospital expenses if the facility is not available in the Government Hospital (Rs. 38,524/- during 2013-14).
- Transfer travelling allowance: Reimbursement in full as per government guidelines to all the staff who are transferred by the government (Rs. 96,525/- during 2013-14).
- Retirement benefits: EL encashment (Rs. 15,49,640/- during 2013-14).
- Child Care Leave @ 15 days per semester for eligible women employees.

6.4 Financial Management and Resource Mobilization

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

Financial Management and Resource Mobilization

The college receives grant mainly from two sources viz., the Puducherry Government and the University Grants Commission.

Grants from Government

For every year, the college prepares Budget Estimate (BE) and the same is being submitted the government, six months before the commencement of the financial year. The government considers the proposal and makes provisional allocation called as Vote on Account in the beginning of the financial year. Following that the college submits a revised budget estimate, based on the need. The government approves the budget finally and the amount is transferred to the Treasury under the college account.

For the work to be done/ articles to be purchased, other than the routine expenses, the college gives work/supply orders to the firms based on the quotations/ tenders adhering the BE and guidelines of the government. Upon the successful completion of the work/ supply of articles, stock entries are made and the bills are forwarded to the Directorate of

Accounts and Treasuries (DAT) for the payment. The DAT will make the payment to the concerned. The DAT scrutinizes and passes all the bills for the funds from the government for the effective and efficient use of financial resources.

Grants from UGC

For utilization of UGC grants, a **separate unit** is formed. A visionary faculty member is given additional responsibility as Nodal Officer of the **UGC Unit**. The Nodal Officer is responsible for preparation of proposals, monitoring the implementation of the schemes and management of finance. However the Principal is the authority for approval and sanctioning.

For the Plan Block Development Grant (PBDG), the College has constituted a committee as per the directions of the UGC called College Planning Board (CPB). The Board identifies the needs of the college, based on the proposals of the departments of studies, and submits to the UGC Unit. The UGC Unit prepares proposal as per the recommendations of the CPB and submits to UGC for financial assistance. The grant received by the college from UGC are being spent as per the guidelines of the UGC and based on the proposals. Purchases are made at the rate approved by DGS & D, in general. The items which are not coming under the rate contract are purchased by inviting quotations or tenders and this is being carried out by the Purchase Committee. The materials purchased are examined by a competent person and entered in the Asset Register.

For operating various schemes of UGC, scheme coordinators are appointed. The scheme coordinators will plan their programmes with budget estimate well in advance and get the approval of the principal through the UGC Unit. The payments are made to the concerned only by A/c payee cheque. The UGC accounts are audited by a Chartered Accountant every year and a copy of the Utilization Certificate and expenditure statements is circulated to all the faculty members.

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/ Grants received in Rs.	Purpose
NIL	NIL	NIL

- The college received donation from ONGC, Karaikal for the purchase of a van

6.4.3. Total corpus fund generated : NIL

6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done? NIL				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NIL	NIL	NIL	NIL
Administrative	NIL	NIL	NIL	NIL
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
NIL				
6.5.3 Development programmes for support staff (at least three)				
NIL				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
NIL				
6.5.5				
a. Submission of Data for AISHE portal : (Yes /No)} NIL				
b. Participation in NIRF : (Yes /No): NIL				
c. ISO Certification : (Yes /No): NIL				
d. NBA or any other quality audit : (Yes /No): NIL				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-- -----)	Number of participants
		NIL		

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-to)	Participants	
		Female	Male
NIL			

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

The college is very much keen in maintaining its campus clean and neat. The Campus is declared as litter and smoke free zone. The college has been taking up so many efforts viz., employing adequate sanitary workers, involving students in clean campaigns initiatives, educating all the stake-holders, proper monitoring, adopting eco-friendly mechanisms etc. in this aspect.

7.1.3 Differently abled (Divyangjan) friendliness **NIL**

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities		
Provision for lift		
Ramp/ Rails		
Braille Software/facilities		
Rest Rooms		
Scribes for examination		
Special skill development for differently abled students		
Any other similar facility		

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
	NIL					

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
	NIL	

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
Solid Waste Management Regarding environmental awareness a program on solid waste management was arranged by our NSS unit. Dr.Pragasam, Principal,	8-04-2014	100

AGCW, preceded the function, Dr.N.Ilango, H.O.D Tamil dept. and Dr.Sambandan, Assistant Professor of Plant Science delivered a special lecture on solid waste management. Students from various dept. and NSS volunteers participated in the program. The special lectures impacted awareness about solid waste management to the students.		
Malaria Awareness: NSS unit arranged a program on Malaria awareness in the college conference hall. Dr.Prakasam, Prinipal, AGCW preceded the function, Dr.Velavan, Medical officer, Varichikudy delivered a special address. He elaborated his topic and created awareness about Malaria and dengue and he insisted precautionary methods.	27-07-2014	75
Clean India Week: In order to celebrate prime ministers insistence on Clean India Week, our college has arranged various programs and all the NSS volunteers participated in all the programs and took part in the Clean India rally which was flagged of by Mr. Vallavan, District Collector of Karaikal.	30-09-14	100
International Non-Violence Day: International non-violence day was celebrated in the collage conference hall. Dr.Anandan, Principal presided over the function and our NSS volunteers participated in the program Dr.N.Ilango, H.O.D, Tamil Dept., and Dr.Sambandam Asst. Prof. of Plant Science and Mr.Tajudeen Asst. Prof. of English gave special lectures on Gandhiji and non-violence. Dr.N.Ilango elaborated the topic by giving a special view on Tahillaiyaadi valliammai.	01-10-14	120
Aids awareness programme: Smt. Ramya, Psychiatrist has spoke on the spoke on the importances on blood donation and blood safety.	16.10.2014	80
Aids awareness semiar Dr. N. Ilango, Principal in-Charge and Smt. K	03.11.2014	60

Panjavarnam, Teacher has spoken on the themes.		
<p>7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)</p> <ul style="list-style-type: none"> • Organizes campus cleaning programmes involving all the students. • Celebrates the days of environmental significance • Conducts various competitions on environment to the students. • Arranges lectures on various aspects of environment <p>All these initiatives have been giving fruitful results in keeping the college environment clean and eco-friendly</p>		
<p>7.2 Best Practices</p>		
<p>Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link</p> <p>Among the many innovative practices that helped the quality improvement of the college, the two noteworthy practices, one in making the college environment neat and clean and the other in providing state of the art ICT facilities and student welfare schemes through UGC funds are mentioned hereunder.</p>		
<p>7.3 Institutional Distinctiveness</p>		
<p>Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words</p>		
<p style="text-align: center;">Best Practice – 1</p> <p>Title</p> <p>Award on Neat Classroom of the Semester</p> <p>Objectives of the Practice</p> <ul style="list-style-type: none"> • To make the classrooms more beautiful as per the desire of inmates. • To inculcate the habit of maintaining the class rooms neat • To bring out the talents for constructive purposes • To begin the process of beautification of nation from the classrooms 		

- To build up the team spirit and healthy competitive attitude among the students.

The Context

The college had taken up so many initiatives to maintain the cleanliness of the campus such as provision of dust bins in all the rooms, cleaning of classrooms everyday, engaging more sanitary workers, sensitizing the issue by circulars, etc. But, the expected results could not be achieved because the lack of involvement of the major users of the campus. Then idea of giving award was implemented and it has yielded the desired change because of the competitive spirit.

The Practice

The students are being regularly informed about the significance of neat maintenance of the college campus in general and classrooms in particular. The IQAC of the College makes surprise visits in the classrooms to assess the neatness, year through. Moreover, in the middle of the semester, the principal makes announcement and fixes date for the competition called classroom decoration. For this competition, the students put their efforts collectively and decorate their classrooms in appreciable ways without much expense and keep ready for evaluation. An expert team from other institutes is being invited to evaluate the decorations and award marks for them. Based on the score, one class room is selected for the award of neat classroom of the semester. The report of the IQAC is an important aspect considered while selecting the class for the award.

Evidence of Success

The classrooms are very neat and clean now-a-days and the college doesn't require more labour for cleaning the classrooms every day. The boards in all the classrooms are bearing quotes that are thoughts of the day. A plant is kept every day with their common name and uses in the Plant Science Department which gives awareness about the locally available natural resources. If the students show the same practices at their home and society, the nation will be so beautiful, in future.

Problems Encountered and Resources Required

- The uniformity of the class rooms are changing.
- Preservation of the efforts made by the students is not possible, as the competition is a continuous process in every semester and the halls are being used for the conduct of examinations.
- On the students' side this practice requires only critical thinking and interest. Regular monitoring and institution of prizes/awards are the requirements from the college side.

Best Practice – 2

Title

Transparent and effective use of grants by the Establishment of **UGC Unit**

Objectives of the Practice

- To receive grants from UGC for infrastructure developments through proposals.
- To receive grants for student and faculty welfare schemes through proposals.
- To manage the funds properly as per the guidelines of UGC.
- To maintain the accounts properly and submit the accounts in time.

The Context

UGC is the major source of funding for the development of the college and implementation of the student welfare schemes. The college should trap the funds in time by submitting the proposals; utilize them in efficient ways for the betterment of the college and students. In government colleges, the principals are changing very often and therefore stability in planning and implementation of the schemes for the college is a major problem. In this context, in order to avail and implement the UGC schemes, UGC unit was established.

The Practice

The Principal has appointed a visionary faculty member as a Nodal Officer. It is an additional responsibility to the teacher without any remuneration. He is responsible for preparing proposal in time, monitoring the schemes and maintenance and settlement of accounts as per the instructions of the principal, in time in order to ensure the release of funds from the UGC.

Under this Unit, College Development Committee was constituted in order to plan for the requirements and to implement the schemes under College Development Grant (CDG) then and Plan Block Development Grant (PBG) now.

Needs of various departments and college are analyzed critically by this committee and are placed for the approval by the Principal through the Nodal Officer.

For the rest of the Merged Schemes, Co-ordinators are appointed separately. The Co ordinators plan the programmes well in advance with the consultation of the HODs and get the approval from the Principal through the Nodal Officer. Altogether 16 faculty members are involved in the implementation of UGC schemes. The Unit keeps all the files related to various schemes transparently and also provides a copy of income and expenditure statements to all the faculty members so that all the faculty members should be aware of the facilities created and schemes

implemented using UGC funds.

Evidence of Success

- The college is getting financial assistance from UGC without hurdles
- The College has very well established the IT infrastructure by the proper utilization of UGC funds.

Problems Encountered and Resources Required

8. Future Plans of action for next academic year (500 words)

- To equip the **Chemistry** laboratory with sophisticated digital analytical instruments to carry out the works on effluent treatment, analysis of soil and water etc. in order to enhance analyzing ability of students, in future.
- Promotion of research culture in **Plant Science**, Getting center approval for research from the affiliating University & Modernization of Cent percent curriculum.
- To start **B.Sc. Zoology** as Main Course.
- To introduce P.G. programme for **Commerce**.
- To strengthen **BCS department**.

Name _____

Name

*Signature of the Coordinator, IQAC
Chairperson, IQAC*

Signature of the

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

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

(An Autonomous Institution of the University Grants Commission)

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