



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

PERUNTHALAIVAR KAMARAJAR ARTS COLLEGE

THIRUKKANUR MAIN ROAD, MADAGADIPET (POST)
KALITHEERTHALKUPPAM, PUDUCHERRY.

605107

www.pkartscollege.org

SSR SUBMITTED DATE: 15-10-2021

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

October 2021

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

INTRODUCTORY NOTE

The Government of Puducherry, in order to facilitate the educational needs of the rural students, established Perunthalaivar Kamarajar Arts College in Kalitheerthalkuppam, Puducherry, in 1998. The college has now been recognized under Sec.2 (f) and 12(B) of the UGC Act, 1956, which makes us possible to obtain grants from UGC under various schemes for the development of infrastructural facilities.

A couple of societies namely Union Territory of Pondicherry Colleges of Education Society (UTPCES) and the Union Territory of Pondicherry Arts, Science and Technology Colleges Society (UTPASTCS) were formed in the years 2000 and 2001 respectively. The former was directed towards Teaching Education Technology to the youth and the latter was directed towards teaching Arts and Science. Since both of them had similar administrative and financial functions, they amalgamated into a single new society by name, "PONDICHERRY SOCIETY FOR HIGHER EDUCATION" (PONSHE). During the academic year 2004-2005, Perunthalaivar Kamarajar Arts College was brought under the fold of PONSHE. Therefore, fees are collected as per government norms.

Puducherry is an educational hub and the Government of Puducherry is running 11 Arts and Science Colleges. Of the above, four are society colleges under PONSHE. The Governing body of PONSHE is constituted under the Chairmanship of Secretary to the Govt. (Education) and Director of Higher and Technical Education as Member Secretary. The Principals of the society colleges are the Statutory Members of this society. The college has an Advisory Committee with University Nominees also as members to guide the college administration.

Location:

Perunthalaivar Kamarajar Arts College was initially started with a couple of courses namely, B.A. (Functional Tamil) and B.Sc., (Mathematics) in the premises of Kalaingar Karunanithi Govt. Higher Secondary School, Kalitheerthalkuppam. In 2004, the college progressed to its own building in the same location ie. in Kalitheerthalkuppam. The main campus is spread over 7.3 Acres and it has a single winged, two storied own elegant building with adequate class rooms in 882 sq.m.

Vision

Our Logo:

Perunthalaivar Kamarajar Arts College, as its Logo stands for proclaiming its importance in concentrating social transformation and upliftment of the Rural Students through Education. The symbol of Cultivable Land portrays the importance of Educating the rural population. The Light symbol signifies evading away the prevailing darkness in the heart and mind. The Olaisuvadi/Palm script implies that Students must become spontaneous in linguistics or proficiency in languages (Lingua Franca) and the picture of Computer shows that they must have greater exposure to Science and Technology so that achievement of Decorum gives excellence (Ozhukkam Vizhupam Tharum) through learning and life becomes prosperous for the oncoming generation.

The College took off with two courses viz., B.A., (Functional Tamil) & B.Sc., (Mathematics) with an intake of 30 students in each department and was then housed in Kalaignar Karunanithi Govt. Higher Secondary School. The foundation Stone for the new building was laid in October 2002, with the Honourable Lieutenant Governor, K.R.Malkani and the then Chief Minister of Puducherry, Thiru N.Rangasamy. The College was shifted to this campus in the year 2004 on completion of the state-of-art-infrastructure. BBA was introduced in the year 2005-06. B.Com., & BCA courses were started in the year 2010-2011. Seventy five percent of admissions are reserved for students hailing from rural areas.

In the academic year 2010-2011, the intake has increased to 44 students. The college added B.B.A.(Tourism and Travel management) Course to its set of courses in 2005-2006, with an initial intake of 30 students. In due course, it was increased to 33 students. Within a short span, B.C.A., and B.Com. courses were also added in 2010-11 with an intake of 30 students in each department and the intake has been increased to 40 for B.Com from the academic year 2014-15. Today the sanctioned strength is for all courses is increased to 60. This college is now enjoying the Permanent Affiliation of Pondicherry University for the courses B.A. & B.Sc., Mathematics

Vision:

The vision of the college is **to impart quality education and to produce employable rural students.**

Mission

Mission:

Our mission is **to provide in-depth knowledge in fundamentals to rural students to improve the learning and analytical skills and to develop the overall personality of the students and to mould them into good citizens with integrity and morality.**

The college also has a placement cell which organizes Campus recruitments to orient the students towards the right career choices. The college has a Grievance Redressal Cell to enhance the student-teacher relationship and also to discuss gender sensitization and various other social issues. the Extension Programmes namely NSS, YRC and Red Ribbon Club provide innumerable opportunities to students to reach out to the society and contribute their might. Fine Arts Association and Sports provide platforms for the students to showcase their talents and passions. The college brings out annual magazine and calendar of activities..

The Directorate of Higher and Technical Education procured G-Suite for Education and access to the same was provided to all the faculty members of the college. The initiative primarily focussed to mitigate the difficulty faced by the students and the faculty members to smoothly conduct the online teaching/learning process owing to the ongoing COVID-19 pandemic. The G-Suite for education is a collection of Google tools to aid the effective teaching-learning process. The G-Suite for Education package offers unlimited storage and hence the drive was seamlessly utilized for sharing of learning resources in the form of text documents, images, PDFs, videos, and PPT's. The Continuous Internal Assessment (CIA) of students was conducted through Google classroom to conduct quizzes, MCQ's and model examinations. The Google Forms were used to create quizzes and the marks were evaluated. The Google classroom facilitated the conduct of the CIA efficiently. The Jamboard was used more like a blackboard for demonstration purposes during the virtual classes. The lecture sessions were also uploaded on Youtube and shared among the students. The NPTEL's Youtube lecture videos were also greatly utilized.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Strength:

The college has adequate infrastructure, learning tools and good dedicated, dynamic, qualified faculty with knowledge in various fields. With the implementation of tutor-wards system, the scope for attaching individual attention to the students is widened. Regular field trips are arranged for the students to ensure that they get first hand, practical information about the subjects taught but also gain knowledge beyond the syllabus. The college lays emphasis on the acquisition of knowledge with the aim of making the students employable youth. To achieve this, the students are exposed to the recent trends and developments in their respective fields of specialization through seminars, conferences, workshops, on job training courses and invited talks by experts in various fields.

Students are encouraged to participate in co-curricular and extra-curricular activities which will enable them to exhibit their talents and develop their personality. The healthy student-faculty interaction ensures a good atmosphere for a smooth teaching-learning process which would in turn lead to the path of good academic progress.

Institutional Weakness

Weaknesses:

Since most of the students come from the neighbouring rural areas, the absence of post-graduate courses in the college is a major drawback which prevents them from realizing their dream of pursuing higher studies in the same neighbourhood which would be suitable for them to do part-time jobs and at the same time reduce the expenses incurred in transport. The students, in spite of a good backing from the faculty, lack communicative skill which is a necessity in today's job market. Knowledge without communication is great handicap for even deserving candidates. Lack of adequate resources relating to research for students hailing from economically weak sections has a negative impact on their aspiration to pursue higher studies.

Institutional Opportunity

Opportunities:

All the courses offered by the institution open the gates to do higher studies in their respective disciplines in Universities and Post Graduate Centers, though, they are not offered in this college. Students, who prefer to seek jobs after their degree, can by all means do so because the courses provide them varied job opportunities. Thus, the students can decide what they really want and accordingly direct themselves towards their aim with the fullest support, guidance and counseling from their faculty members.

Institutional Challenge

Challenges:

Preparing rural students from economically weak background to compete in the fast growing, highly competitive, corporate world is the greatest challenge faced by the institution. This challenge unleashes a number of issues like helping the students shed their inhibition, assumptions and prejudices, changing their mind set, making them to be more optimistic and confident, counseling them to improve their self-esteem and set better goals. The role of the teacher becomes more demanding as most of the students have either pessimistic approach towards studies or become rebellious when they are not able to succeed. This is because for most of the students, Tamil has been the medium of instruction in schools. The sudden transformation in the curriculum with English as the medium of instruction is a great challenge to the students which affects greatly their performance and consequently, the pass percentage also. Another factor which poses as a challenge to the teachers is giving individual attention so as to enable the slow learners achieve the threshold at the same time, to help good performers to attain excellence.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Criterion-I – Curricular Aspects:

Efficient planning and effective delivery of curriculum has become an important requisite for an educational institution. Each and every course was weighed and classes were allotted as per the requirements of the syllabus and according to the guidelines laid out by the Pondicherry University. This curriculum delivery was executed, analyzed and improved at each and every stage. The entire methodology was documented in order to maintain a record of the work done and to keep track of the progress of the teaching learning process.

The college has implemented the Choice Based Credit System (CBCS) from the academic year 2017-18 onwards i.e from 2017-2020 batch students, under the purview of the norms laid out by the UGC. Choice based credit system converts all the percentiles into Credits, thereby helping the students to pool their credits rather than adding their percentiles.

Before the start of every semester, syllabus coverage plan, lesson notes and course plans were meticulously drawn. The flow of classes, topics and syllabus covered, recorded in the individual staff attendance enabled the faculty members to self evaluate their progress in the process of completion of the syllabus assigned to them. The members of the staff were allotted with workloads in accordance with the UGC norms with which they diligently comply.

All the above strategies were tactically implemented in order to reap maximum benefits out of our teaching and student learning process. These technically tested processes had aided in the development of curricular and co-curricular activities in each and every department. Since it is a rural institution where many students are from economically backward backgrounds, the administration is looking into prospective ideas and policies which will enable the students to improve their skills and produce some outstanding students with good academic performance.

Teaching-learning and Evaluation

Criterion-II – Teaching Learning and Evaluation

Evaluation systems which have the principal aim of ascertaining the extent of the understanding and assimilation of a given course, should also serve as a tool to check, induce and promote the learning capability of the students. To achieve this end, the institution has implemented in accordance with the suggestions and recommendations of the Board of Studies (BoS), the Choice-Based Credit System (CBCS) with Continuous Internal Evaluation system. A schedule has been prepared by the college for the same.

According to this system each course is allotted with a maximum of 25 marks in the Internal Assessment. The

said assessment for all theory courses were done on the basis of two Internal Assessment tests together allotted with 15 marks, 5 marks for assignments/seminars/ presentations/ write-ups, etc. and 5 marks for attendance. Test marks were calculated by taking into account two best performances out of three tests considered for internal marks. Two assignments were allotted for courses which deal with problems, whereas, theory courses required an assignment or a write-up and a seminar on the topic given as assignment. A uniform scale to award marks for attendance was followed by all departments as recommended by the BoS.

No student with less than 75% in any particular course was permitted to appear for the end semester examinations of the said course, however an overall condonation was permitted for valid reasons such as NCC, NSS, Swatch Bharath and medical reasons.

Additional tests were periodically conducted to enable and ensure regular monitoring of the students' learning difficulties and problems. The frequency of the additional tests depended mainly upon the needs of the students and exigencies of the courses studied. Academic calendar is prepared and adhered for the conduct of examinations and other related matters.

Research, Innovations and Extension

Criterion-III – Research Innovation and Extension:

The National Cadets Corps (NCC) was inaugurated in our college on 25.10.2018 in order to instill discipline patriotism and unity among the young students of the college. It will help the rural students to get employment in the police force and in the defense. It is noted that some of our cadets had participated regional and national level programmes.

Staff members are extending their research areas and are seen to actively engage in Seminars, Conferences, Symposia and Workshops thus updating themselves periodically. Faculty members are also found to publish papers in reputed journals and are publishing monographs, books and articles which evoked a good research ambience at college. Thus, research mainly consists of the individual research work and subsequent publications comprising of certain novel and innovative results from the faculty members and moreover we are an Undergraduate institution and efforts are underway to acquire Post Graduate courses. Being a rural institution, now with only undergraduate courses, we have very few chances of procuring research projects and initiating students into research is a plan for the future development.

Infrastructure and Learning Resources

Criterion-IV – Infrastructure and Learning Resources:

The infrastructural facilities of the institution have always been an-added advantage to it.

Laboratory: Well-equipped Computer Laboratory with internet facility and LCD projectors is available to facilitate computer-aided teaching. The computer science laboratory has 40 systems supported with UPS. Separate registers for student, stock and staff are maintained. NPTEL (the National Programme on Technology Enhanced Learning) enables students to access and learn their courses online using college computers.

Library: The college library is well equipped with 8411. The college library is a registered member to access e-resources N-list, National library and Information service Infrastructure for through scholarly content provided by UGC. Books with INFLIBNET bar-coding software. Book bank schemes are also available to enable students to have free access to books related to their course curriculum. Reading rooms with two computers are open for the benefit of the students and staff. All e-books and e-journals are accessed through INFLIBNET.

Language lab: An automated language lab is also available with one computer and fifteen terminals having voice recording, playback, one-on-one interaction facility to improve the skills in languages.

Class rooms are built as per UGC norms with proper ventilation and furniture. Green Boards adorn every class room and LCD facility is also available. Every year sports day is celebrated in a grand scale following various competitions held for five days. A huge play ground has been cleared and leveled for the benefit for conducting sports activities.

Physical facilities: An auditorium with a seating capacity of 300 people exists equipped with a podium and microphone, LCD projector and a green board. Each department is provided with a computer, a printer and wi-fi internet with a bandwidth of 40Mbps. The college canteen caters to the needs of the students and staff. RO drinking water facility ensures clean and safe dispensing of water. Napkin incinerators are installed in the girls' toilets. A separate room has been earmarked as retiring room in the ground floor to accommodate the women students when they are sick during class hours.

Student Support and Progression

Criterion-V – Student support and progression:

The college has a holistic approach towards achieving its vision and mission. It has been making effort to achieve its objective of kindling the inquisitive minds to seek knowledge without compromising the quality. Besides curriculum, the college focuses on inculcating values and ethics in students through various guest lectures, invited talks and awareness programmes apart from regular counseling from their staff members and meetings with the parents which aim at addressing the parental concerns.

The students benefit from the Placement Cell which organizes campus recruitments, the Grievance Redressal Cell which aims at ensuring a peaceful learning ambience for the students by addressing their problems, discussing issues and suggesting solutions. The Extension Programmes namely NSS, YRC, Red Ribbon Club, provide innumerable opportunities for the students to get exposed and to reach out and to contribute towards the weaker sections of the society. The sports and the Fine Arts Association serve a platform to exhibit their talents and earn recognition.

Feedback about teachers, institution, curriculum and infrastructure are obtained from the students and meticulously recorded, studied and evaluated to ensure that the college proceeds in the path of regular improvement and progress.

The presence of mentoring system with the mentor-wards meeting held at least once a week enables not only proper monitoring and supervision but also aims at resolving conflicts, addressing problems and promoting better learning practices. Special attention is given to weak students through remedial classes in addition the special training they receive from the mentors.

Governance, Leadership and Management

Criterion-VI – Governance, Leadership and Management:

Governance, leadership and management serve as a base for the success of any organization. To achieve success, the college has effectively introduced decentralization practice in the management of the college affairs. The institution comprises of various committees whose members are nominated from the teaching staff. Each committee is headed by a convener and consists of 5 to 6 members on an average. The members of each committee are entirely responsible for the activity assigned to the said committee. Almost all the members of the staff form part of at least one or sometimes even more number of committees functioning in the college.

Thus the powers are decentralized and participation of each staff in the management is ensured and implemented successfully. The following are the committees wherein the members are nominated only from the teaching faculty.

1. Internal Quality Assurance Cell.
2. Discipline Committee.
3. Fine Arts Association.
4. Women's Cell
5. Anti-ragging Committee.
6. Anti- Sexual harassment committee.

The following associations comprise not only members of the staff, but also representatives from students and even parents.

1. Equal Opportunity Cell.
2. Parent-Teacher Association.
3. Alumni Association.

Given below are various clubs and groups wherein a group of students participate in the activities under the supervision of single staff member.

1. NSS
2. Red Ribbon Club.
3. National Cadet Corps (Army Wing).
4. Red Cross Society.

The following are the duties assigned to a single staff member.

1. Student Scholarship.

2. SCSP Component.

3. Placement Cell.

4. RUSA.

5. College Web-site.

6. WIFI

7. Language Lab

8. Ladies Retiring Room.

9. Gem and CMS.

Institutional Values and Best Practices

Criterion-VII – Institutional values and Best Practice

Curriculum Development: Being an affiliated institution, it is represented by the Heads of various departments in the Board of Studies, every three years. The Heads of Departments convene a meeting with the concerned faculty members to obtain inputs to refresh and reorganize the current syllabi and feedback and suggestions from students for curriculum development are obtained and analyzed and forwarded to Pondicherry University for consideration and possible implementation.

Teaching and Learning: The College follows a systematic pre-meditated course plan, for the completion of the syllabus, revision, conduct of tests and seminars. Slow learners are given special attention through remedial coaching. Coaching classes for competitive exams are conducted during weekends and holidays to equip students to face the challenging aptitude tests and exams which are an essential requirement for today's job market. Parents Teachers meeting are regularly conducted to ensure the students' progress. Students are encouraged to register for online courses through NPTEL which has seen a steady increase in the number of students enrolling for various online courses.

Awareness Programmes: The institution, through the NSS wing, organizes regular cleaning of the campus. An awareness programme on EMVVVPAT was conducted by the Election Department and the Sub Collector. Programmes such as Environmental Awareness, AIDS Awareness, Drug Awareness Cycle Rally were conducted to sensitize the students on various social issue.

Other practices: Given below are the initiatives taken to make the campus eco-friendly

- 1.Rain water harvesting facility is available in the campus and is effectively monitored.
- 2.Planting of tree saplings is promoted and a herbal garden is maintained.
- 3.Segregation of biodegradable and non-decomposable waste material is in practice.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

| Name and Address of the College | |
|---------------------------------|---|
| Name | PERUNTHALAIVAR KAMARAJAR ARTS COLLEGE |
| Address | Thirukkanur Main Road, Madagadipet (Post) Kalitheerthalkuppam, Puducherry. |
| City | Puducherry |
| State | Puducherry |
| Pin | 605107 |
| Website | www.pkartscollege.org |

| Contacts for Communication | | | | | |
|----------------------------|-----------|-------------------------|------------|--------------|-------------------------|
| Designation | Name | Telephone with STD Code | Mobile | Fax | Email |
| Principal | S. Babu | 0413-2641381 | 9443616759 | 0413-2641381 | pkartscollege@gmail.com |
| IQAC / CIQA coordinator | V. Indira | 0413-2641882 | 8807039087 | - | pkaciqac@gmail.com |

| Status of the Institution | |
|---------------------------|--------------|
| Institution Status | Grant-in-aid |

| Type of Institution | |
|---------------------|--------------|
| By Gender | Co-education |
| By Shift | Regular |

| Recognized Minority institution | |
|--|----|
| If it is a recognized minority institution | No |

| Establishment Details | |
|--------------------------------------|------------|
| Date of establishment of the college | 01-07-1998 |

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

| State | University name | Document |
|------------|------------------------|-------------------------------|
| Puducherry | Pondicherry University | View Document |

Details of UGC recognition

| Under Section | Date | View Document |
|---------------|------------|-------------------------------|
| 2f of UGC | 12-08-2011 | View Document |
| 12B of UGC | 11-04-2014 | View Document |

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

| Statutory Regulatory Authority | Recognition/Approval details Institution/Department programme | Day,Month and year(dd-mm-yyyy) | Validity in months | Remarks |
|--------------------------------|---|--------------------------------|--------------------|---------|
| No contents | | | | |

Details of autonomy

| | |
|--|----|
| Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges? | No |
|--|----|

Recognitions

| | |
|---|----|
| Is the College recognized by UGC as a College with Potential for Excellence(CPE)? | No |
| Is the College recognized for its performance by any other governmental agency? | No |

| Location and Area of Campus | | | | |
|------------------------------------|---|------------------|-----------------------------|---------------------------------|
| Campus Type | Address | Location* | Campus Area in Acres | Built up Area in sq.mts. |
| Main campus area | Thirukkanur Main Road, Madagadipet (Post) Kalitheerthalkuppam, Puducherry. | Rural | 7.3 | 882 |

2.2 ACADEMIC INFORMATION

NAAC

| Details of Programmes Offered by the College (Give Data for Current Academic year) | | | | | | |
|---|---------------------------------|---------------------------|--|------------------------------|----------------------------|--------------------------------|
| Programme Level | Name of Programme/Course | Duration in Months | Entry Qualification | Medium of Instruction | Sanctioned Strength | No.of Students Admitted |
| UG | BA,Tamil | 36 | H.Sc or its equivalent | Tamil | 60 | 55 |
| UG | BSc,Mathematics | 36 | H.Sc or its equivalent with Mathematics as the one of the subjects | English | 60 | 31 |
| UG | BBA,Tourism | 36 | H.Sc or its equivalent recognized by the Pondicherry University | English | 60 | 60 |
| UG | BCA,Computer Applications | 36 | H.Sc or its equivalent with Mathematics or Business Mathematics or Computer Science or Computer Applications or information practices as one of the subjects | English | 60 | 57 |
| UG | BCom,Commerce | 36 | H.Sc or its equivalent with Accountancy Business studies or commerce as one of the subjects | English | 60 | 59 |

Position Details of Faculty & Staff in the College

| Teaching Faculty | | | | | | | | | | | | |
|---|------------------|--------|--------|-------|----------------------------|--------|--------|-------|----------------------------|--------|--------|-------|
| | Professor | | | | Associate Professor | | | | Assistant Professor | | | |
| | Male | Female | Others | Total | Male | Female | Others | Total | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | 0 | | | | 0 | | | | 29 | | | |
| Recruited | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 10 | 0 | 18 |
| Yet to Recruit | 0 | | | | 0 | | | | 11 | | | |
| Sanctioned by the Management/Society or Other Authorized Bodies | 1 | | | | 0 | | | | 13 | | | |
| Recruited | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 9 | 4 | 0 | 13 |
| Yet to Recruit | 0 | | | | 0 | | | | 0 | | | |

| Non-Teaching Staff | | | | |
|---|-------------|---------------|---------------|--------------|
| | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | | | | 11 |
| Recruited | 1 | 0 | 0 | 1 |
| Yet to Recruit | | | | 10 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 17 |
| Recruited | 12 | 5 | 0 | 17 |
| Yet to Recruit | | | | 0 |

| Technical Staff | | | | |
|---|-------------|---------------|---------------|--------------|
| | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | | | | 0 |
| Recruited | 0 | 0 | 0 | 0 |
| Yet to Recruit | | | | 0 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 1 |
| Recruited | 1 | 0 | 0 | 1 |
| Yet to Recruit | | | | 0 |

Qualification Details of the Teaching Staff

| Permanent Teachers | | | | | | | | | | |
|------------------------------|------------------|---------------|---------------|----------------------------|---------------|---------------|----------------------------|---------------|---------------|--------------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | Total |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | |
| D.sc/D.Litt. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 1 | 0 | 0 | 0 | 0 | 0 | 7 | 9 | 0 | 17 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 2 |
| PG | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

| Temporary Teachers | | | | | | | | | | |
|-----------------------|-----------|--------|--------|---------------------|--------|--------|---------------------|--------|--------|-------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | Total |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | |
| D.sc/D.Litt. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 2 | 0 | 5 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 3 | 0 | 5 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 2 |

| Part Time Teachers | | | | | | | | | | |
|-----------------------|-----------|--------|--------|---------------------|--------|--------|---------------------|--------|--------|-------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | Total |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | |
| D.sc/D.Litt. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Details of Visting/Guest Faculties | | | | | |
|--|------|---|--------|---|-------|
| Number of Visiting/Guest Faculty engaged with the college? | Male | | Female | | Total |
| | | | | | |
| | 0 | 0 | 0 | 0 | 0 |

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

| Programme | | From the State Where College is Located | From Other States of India | NRI Students | Foreign Students | Total |
|-----------|--------|---|----------------------------|--------------|------------------|-------|
| | | UG | Male | 402 | 0 | 0 |
| | Female | 371 | 0 | 0 | 0 | 371 |
| | Others | 0 | 0 | 0 | 0 | 0 |

| Provide the Following Details of Students admitted to the College During the last four Academic Years | | | | | |
|--|--------|---------------|---------------|---------------|---------------|
| Programme | | Year 1 | Year 2 | Year 3 | Year 4 |
| SC | Male | 49 | 36 | 17 | 27 |
| | Female | 31 | 28 | 15 | 17 |
| | Others | 0 | 0 | 0 | 0 |
| ST | Male | 1 | 0 | 1 | 0 |
| | Female | 0 | 0 | 0 | 0 |
| | Others | 0 | 0 | 0 | 0 |
| OBC | Male | 69 | 89 | 47 | 18 |
| | Female | 37 | 83 | 66 | 19 |
| | Others | 0 | 0 | 0 | 0 |
| General | Male | 15 | 0 | 37 | 24 |
| | Female | 21 | 3 | 29 | 23 |
| | Others | 0 | 0 | 0 | 0 |
| Others | Male | 2 | 5 | 0 | 2 |
| | Female | 2 | 3 | 5 | 6 |
| | Others | 0 | 0 | 0 | 0 |
| Total | | 227 | 247 | 217 | 136 |

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---|---------|-------------------------------|---------|---------|
| 164 | 164 | 165 | 169 | 173 |
| File Description | | Document | | |
| Institutional data in prescribed format | | View Document | | |

1.2

Number of programs offered year-wise for last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 5 | 5 | 5 | 5 | 5 |

2 Students

2.1

Number of students year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---|---------|-------------------------------|---------|---------|
| 773 | 734 | 648 | 595 | 555 |
| File Description | | Document | | |
| Institutional data in prescribed format | | View Document | | |

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 300 | 300 | 250 | 250 | 213 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

2.3

Number of outgoing / final year students year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 236 | 206 | 173 | 170 | 162 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 32 | 32 | 31 | 32 | 32 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

3.2

Number of sanctioned posts year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 42 | 41 | 44 | 44 | 44 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 16

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 33.37 | 28.66 | 31.21 | 59.40 | 35.60 |

4.3

Number of Computers

Response: 58

4.4

Total number of computers in the campus for academic purpose

Response: 52

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

Efficient planning and curriculum delivery has become an important requisite for an educational institution. Each and every course is weighed and classes are allotted as per the requirements of the syllabi and according to the guidelines laid down by the university. This curriculum delivery is executed, analysed and improved at every stage. The entire methodology is documented to maintain a record of the work done and to keep track of the progress of the teaching learning process.

The college follows Choice Based Credit System (CBCS) under the purview of the norms laid down by the UGC. CBCS converts all the percentiles into Credits, thereby helping the students to pool their credits rather than adding their percentiles.

The Continuous Internal Evaluation (CIE) which qualitatively and quantitatively assesses each and every students' progress and performance is adopted. Continuous assessment helps the students in regular revision of subjects and regular practice in written expression which arms them sufficiently towards improving their overall capabilities in written examinations.

The Tutor-Ward mentoring system which will guide the students in an effective way is being practiced. The tutors look into individual needs and grievances focusing on specific students in their curricular and extra-curricular activities.

Parent-Teachers meeting is arranged regularly to ensure an effective system of feedback and an efficient system of grievance redressal. This makes each and every parent familiar with the internal functioning of the college system and the evaluation process of their wards. Feedback forms are issued and collected from the Students and Parents alike and a formal amalgamation of best executive mechanisms are framed. Feedbacks have provided the scope for an effective redressal method which aims at scrutinizing the needs of the students and the measures to be adopted by the staff to fulfill their expectations.

Attendance is regularly monitored and recorded in the registers maintained in each Department. Chronic

absenteeism is identified and contended with appropriately and instantly. Parents are intimated regarding the progress of their wards and their daily attendance. Each faculty member maintains students' attendance register for individual subjects which aids in gauging the student presence and progress in a particular course, class and topic concerned.

Before the commencement of every semester, the lecture notes and course plans are meticulously drawn. The flow of classes, topics and syllabus covered, recorded in the individual staff attendance and enables the faculty members to self evaluate their progress in the process of completion of the syllabus. The members of the staff are allotted with workloads in accordance with the UGC norms with which they diligently comply.

All the above strategies are implemented to reap maximum benefits out of the teaching and the learning process. These technically tested processes have aided in the development of curricular and co-curricular activities in each and every department. Since it is a rural institution where many students are from economically challenged backgrounds, the administration is looking into prospective ideas and policies which will enable the students to improve their skills and produce some outstanding students with good academic proficiency.

| File Description | Document |
|-------------------------------|-------------------------------|
| Upload Additional information | View Document |

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The Academic calendar is an important indicative entity of any college. The Academic calendar formally includes various heads which exhibits important information regarding the structure, function and operation of the college. With the onset of the pandemic, followed by a nationwide lockdown, slight modifications were implemented in the same as per the guidelines laid down by the University Grants Commission.

The academic calendar has been prepared with the aim of not only familiarizing the staff and the students with all activities pertaining to the college but also to indicate important details about the college. The academic calendar states the vision and mission of the college, students proforma and time table (to be filled in by the student), details of all courses offered, courses associated with each department, profile and contact details of each faculty member, their staff in-charge for various committees and clubs such as NCC, NSS, Red Ribbon Club, Fine arts Committee, Anti-ragging Committee, Discipline Committee, etc., constituted for execution of various activities of the college. It also contains particulars of non-teaching staff and their designations with job profile.

The calendar elaborately lists out the rules and regulations to be strictly followed by the students. The college impeccably follows the university academic calendar for all details concerning holidays, working days, in addition to fixing tentative dates for the conduct of internal assessment tests and model exams. Tentative dates for university examinations are also indicated for the benefit of the students.

Thus, the academic calendar enables the staff and the students to access necessary and required information which would enable them to function within the framework and boundaries indicated thereof.

The CIE enables the students to exhibit their skills and knowledge acquired from the class rooms.

The CIE comprises the conduct of tests, submission of assignments/seminars/presentations and attendance of the students

The schedule for the same is reflected in the calendar and holistically followed for implementation by the concerned departments. The internal marks are displayed before the commencement of end-semester examination, giving weightage to all the components of CIE as described in 2.5.1.

| File Description | Document |
|-------------------------------|-------------------------------|
| Upload Additional information | View Document |

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

- 1. Academic council/BoS of Affiliating university**
- 2. Setting of question papers for UG/PG programs**
- 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
- 4. Assessment /evaluation process of the affiliating University**

Response: B. Any 3 of the above

| File Description | Document |
|--|-------------------------------|
| Institutional data in prescribed format | View Document |
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View Document |

1.2 Academic Flexibility

| 1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented | |
|---|-------------------------------|
| Response: 100 | |
| 1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented. | |
| Response: 5 | |
| File Description | Document |
| Minutes of relevant Academic Council/ BOS meetings | View Document |
| Institutional data in prescribed format | View Document |

| 1.2.2 Number of Add on /Certificate programs offered during the last five years | | | | | | | | | | | |
|---|-------------------------------|---------|---------|---------|---------|---------|---|---|---|---|---|
| Response: 0 | | | | | | | | | | | |
| 1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years. | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> | | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 0 | 0 | 0 | 0 | 0 |
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | | | | | | | |
| 0 | 0 | 0 | 0 | 0 | | | | | | | |
| File Description | Document | | | | | | | | | | |
| Institutional data in prescribed format | View Document | | | | | | | | | | |

| | |
|---|--|
| 1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years | |
| Response: 0 | |
| 1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years | |

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 0 | 0 | 0 | 0 | 0 |

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

Environmental Studies in the curriculum

Environmental Studies is the field that examines the relationship between people and the environment. The prescribed text, *Environmental Studies*, is part of the UG syllabus.

Environmental Studies being an interdisciplinary subject examining the interplay between the social, legal, management, and scientific aspects of environmental issues, the text examines all of them from multiple perspectives. The students learn the causes, effects, and possible solutions to address important environmental problems.

The students are instructed to first investigate the broad range of issues that the society is facing now and will in the future. Broad issues that are addressed include population and consumption concerns, energy use, biodiversity, and global climate change.

The text also has a generous share of management techniques to help resolve some of the environmental issues. These techniques include the development of new technologies, environmental policies, and sustainability measures.

Sustainability is an environmental management practice that has been gaining popularity in recent years. Sustainability addresses ways that one can use natural resources without compromising the economic and social development of future generations. It is just a method to ensure that the future generation have the clean water, air, and basic resources that every human being needs.

Environmental policies are rules and regulations created by the government to set standards that cannot be exceeded. Policy makers often include industry and community leaders in the process of developing new regulations.

Thus, the study experience reiterates the conglomeration of environment and human life to the readers as well as the inevitability of it.

Public Administration in the curriculum

Public Administration is a newly emerged discipline and has a significant role to play in the society. It is responsible for the development, coordination, implementation, and acceleration of public services and the

study of branches of government policy. The prescribed text *Public Administration* at the UG level inducts the students into the subject.

Public Administration in India evolved in history from the ancient Vedic texts. Chanakya's *Arthashastra* has also been given due acknowledgement in the introduction. The Indian constitution, a written one, was created by B. R. Ambedkar. It spells out the fundamental political principles and the fundamental rights, principles and duties of citizens.

Different Administrative systems are in practice in Union Territories as compared to State Governments. In the case of emerging issues in Indian Public Administration, the role of district collectors which was one of highest importance has now become manifold due to the new planning and development functions. The various roles of civil servants have also been discussed. The relationship between a civil servant and a politician and its importance in administration has been dealt with.

In order to value the Administration and its efficiency, social audits are undertaken. They act as measures to rectify problems and resolve controversies. The vital role played by the department of Administrative Reforms and Public Grievances is highlighted.

All these factors together make for a thorough reading and understanding of Public Administration for an undergraduate student.

| File Description | Document |
|---|-------------------------------|
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View Document |

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 2.4

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 4 | 4 | 4 | 4 | 4 |

| File Description | Document |
|--|-------------------------------|
| Programme / Curriculum/ Syllabus of the courses | View Document |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | View Document |
| Institutional data in prescribed format | View Document |

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 10.22

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 79

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: D. Any 1 of the above

| File Description | Document |
|--|-------------------------------|
| Any additional information (Upload) | View Document |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | View Document |
| URL for stakeholder feedback report | View Document |

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |
| URL for feedback report | View Document |

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 93.88

2.1.1.1 Number of students admitted year-wise during last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 268 | 277 | 246 | 228 | 209 |

2.1.1.2 Number of sanctioned seats year wise during last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 300 | 300 | 250 | 250 | 213 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 93.88

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 268 | 277 | 246 | 228 | 209 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

Assessing the learning level of Students:

- Asking oral question in the class room.
- Conducting test/s in the class room.
- Marks obtained from School and participated certificates from school in Competitions/ Sports/ Scholarships/Extra-curricular/co- curricular activities.
- Homework, quizzes, exams, reports, essays, case study analysis
- Course evaluation, student surveys, course enrolment information, retention in the major, Alumni survey grades.

Advanced learners:

- Encouraged to participate in competitions/quizzes/paper presentation/seminars and Aptitude Classes.
- Opportunities given to present seminar in the classes itself for few minutes.
- Allowed to prepare Some Models to exhibit in the class room itself.
- Online courses- Swayam course – MOOC.
- Extra Problems/Programs will be given to advanced learners to extract more work.

Slow learners:

- Proper counselling will be given to slow learners.
- Through counselling identifying their problems and given suitable guidelines/solutions to slow learners.
- Encouragement given to boost up their hidden talents.
- To overcome their fear, allow them to present some topic in the subject in the class room itself.
- Solved university question paper material given to them.
- More assignments /practice given to improve their skills.
- Claps encouragement given to simple successes to them.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional Information | View Document |

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

| | |
|----------------------------|-------------------------------|
| Response: 24:1 | |
| File Description | Document |
| Any additional information | View Document |

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Student Centric Method

- Objective of the course explained briefly before the beginning of the course through induction program.
- College consider students as its important stakeholder. The entire academic process based on planning, delivery of curriculum and assessment are focussed to be student centric.
- Utmost care given to make learning more student centric by focussing on specific learning outcomes for all courses and making it more participatory and interactive.
- Classroom environment to be learner-friendly
- Entire campus is having Wi-Fi facility to make available e-resources.
- Each department is equipped with LCD projection system, Desktop Computer, Printer, Green boards, White and Colour chalks, free papers for internal exams and Model exam, Notice Board for current affairs.
- By allotting first 5 minutes of the lecture to revise the contents covered in the previous lecture by asking some questions to check the understanding of the students and to develop a link for the topic of new lecture.
- Guest lectures by eminent experts from academia and industry are organized.
- Library facilities help students in self-learning process.
- Induction programme, lectures, Seminars, Group discussion, Field trip, Lab facilities are used by departments to enhance skills.
- Suitable home work will be given at the end of every lecture to keep in touch with the subject.
- Advance information is given about topics to be taught in the next class so that the students can come prepared for active interaction with teachers.
- Faculties are monitored by surveillance cameras to maintain the punctuality.
- Study materials, Lecture notes, solved university question papers are supplied to all the students and it must be verified by the faculty at the end of the semester.
- During the pandemic, Whatsapp group, Google Classroom, G Suite created (arranged specially by DHTE) to continue the learning process. Many video lecture still available in Google Classroom.
- Feedback will be collected (from this semester) through Google Form so that students can share any ideas without any fear or favour.

| | |
|-----------------------------------|-------------------------------|
| File Description | Document |
| Upload any additional information | View Document |

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.**Response:****ICT TOOLS**

1. Every department is equipped with LCD projector, smart screen pen, Desktop Computer, Multi-function Printer and UPS.
2. Each department created a Whatsapp Group (**WhatsApp Messenger is a cross-platform mobile messaging application**)
3. Yearwise/Semesterwise group created in Whatsapp (Whatsapp Messenger in Smart Phone) during Pandemic. Course Teacher can post syllabus, course objective and outcomes.
4. Wall mount LCD is available in the Computer Lab and Auditorium for the benefit of every department.
5. 40mbps speed WI-FI internet available in the campus for the benefit of the students.
6. Surveillance Cameras are available for the safety and security of the students and staffs.
7. G-Suite (now Google workspace), arranged specially by DHTE, properly utilizing by the faculty members.
8. Using G-Suite students can access their class notes, lecture videos, question paper, practice test, assignment, study materials anywhere and anytime.
9. Scanned university question papers are available in the College Library and in the Department.
10. Two Desktop systems with wired net connection is available in the Library for the quick reference to the students.
11. Video Conference facility is available in the computer lab which can be used by all the department whenever need arises.

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)**Response:** 24:1**2.3.3.1 Number of mentors**

Response: 32

| File Description | Document |
|---|-------------------------------|
| Upload year wise, number of students enrolled and full time teachers on roll. | View Document |
| Mentor/mentee ratio | View Document |
| Circulars pertaining to assigning mentors to mentees | View Document |

2.4 Teacher Profile and Quality

| 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years | |
|---|-------------------------------|
| Response: 74.03 | |
| File Description | Document |
| List of the faculty members authenticated by the Head of HEI | View Document |
| Institutional data in prescribed format | View Document |

| 2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count) | | | | | | | | | | | |
|--|-------------------------------|---------|---------|---------|---------|---------|----|----|----|----|----|
| Response: 61.65 | | | | | | | | | | | |
| 2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>23</td> <td>22</td> <td>20</td> <td>17</td> <td>16</td> </tr> </tbody> </table> | | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 23 | 22 | 20 | 17 | 16 |
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | | | | | | | |
| 23 | 22 | 20 | 17 | 16 | | | | | | | |
| File Description | Document | | | | | | | | | | |
| Institutional data in prescribed format | View Document | | | | | | | | | | |

| | |
|---|--|
| 2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years) | |
| Response: 5.53 | |
| 2.4.3.1 Total experience of full-time teachers | |
| Response: 177 | |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Reforms become essential in every student related scenario and an effective tactic of evaluation process is very much needed for monitoring student's academic activities and progress. Evaluation systems which have the principal aim of ascertaining the extent of the understanding and assimilation of a given course, should also serve as a tool to check, induce and promote the learning capability of the students. To achieve this end, the institution has implemented in accordance with the suggestions and recommendations of the Board of Studies (BoS), the Choice Based Credit System (CBCS) with Continuous Internal Evaluation system. A schedule has been prepared by the college for the same.

According to this system each course is allotted with a maximum of 25 marks in the Internal Assessment. The said assessment for all theory courses were done on the basis of two Internal Assessment tests together allotted with 15 marks, 5 marks for assignments/seminars/ presentations/ write-ups, etc. and 5 marks for attendance. Test marks were calculated by taking into account two best performances out of three tests considered for internal marks. Two assignments were allotted for courses which deal with problems, whereas, theory courses required an assignment or a write-up and a seminar on the topic given as assignment. A uniform scale to award marks for attendance was followed by all departments as recommended by the BoS. The following weightage was given to attendance:

95% - 100% (5marks)

90% - 94% (4marks)

85% - 89% (3marks)

80% - 84% (2marks)

75% - 79% (1mark)

No student with less than 75% in any particular course was permitted to appear for the end semester examinations of the said course, however an overall condonation was permitted for valid reasons such as NCC, NSS, Swatch Bharath and medical reasons.

Additional tests were periodically conducted to enable and ensure regular monitoring of the students' learning difficulties and problems. The frequency of the additional tests depended mainly upon the needs of the students and exigencies of the courses studied.

The conduct of internal assessment schedule is given in the calendar reflecting the dates as first, second and third internal tests. Well in advance students are informed its mechanism like tests and marks, frequency of conducting the tests, corrected test papers are returned with appropriate comments for further progress. The marks obtained are displayed in the notice board and motivated for further improvement in the subsequent tests. The percentage of attendance of the students is displayed month wise and the students who were lagging behind were advised to improve their attendance. A model examination on the pattern of University system is conducted to know the model of examination for students.

2.5.2 Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Response:

Under CBCS Internal Assessment is a part of examination that evaluates performance of a student and compulsory for all the students as per the time schedule given in the calendar. If any student failed to comply the conditions, based on the genuinity of the case the student is given retest/term paper/assignment/seminars. The weaker students were identified and their grievances were addressed through the mentor-ward system in a transparent manner. The extension of time is given for genuine cases with appropriate supporting documents. For the slow learners necessary study materials are provided and encouraged by conducting special classes to overcome the difficulties in academics. For communication Social Media networks are used regarding tests, seminars, submission of terms papers, display of attendance and other necessary information through the whatsapp group created for every class. The Tutor – Mentor System addresses the grievances of the students to the staff and resolves the issues in a time bound and efficient manner without frictions. Based on medical certificates the affected students issues are addressed without any favour or prejudice. Regarding attendance of the students and performance are informed to the parents through the mobiles. The periodic conduct of Parent-Teachers meeting enables the parents to know the performance of their wards and the teachers to make the student to address his/her issues for rectification. The system in the institution deals the internal examination related grievances of the students in transparent time-bound manner efficiently before the commencement of University Examinations following all the parameters of CIE under CBCS.

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

The College, as an affiliated institution has always worked for the interest of the students and the community they serve at heart while moulding them through the academic and Co-curricular programs designed for them. The courses, the mentorship offered them and leadership and service initiatives they are provided to them to aspire towards these goals.

The program outcomes enable the students understanding the mechanism.

- The Heads of the Departments explained the course outcome during the Induction Program.
- Before the beginning of each course, the staff briefly explained about the course outcome in the classroom itself.
- To facilitate the course outcome, the staff conduct MCQ Test/Oral Questions in the classroom.
- Contextualize knowledge and concepts with rationale in the pursuit of higher learning.
- Development of communicative skill both written and spoken English for competitive spirit.
- Interact meaningful with others exhibiting social cooperation and acceptance.
- Cultivation and emulation of team spirit in achieving the task.
- Adoption of ethical values in personal, social and professional behavior.
- Work towards a sustainable environment with personal involvement.
- Be a responsible citizen committed to national development.
- Be spiritually inspired towards responsible stewardship.
- To adhere to high ethical standards and mould them as responsible citizen to the family and the nation.

The course outcomes are program specific:

The foundation of the graduate student is

- A sound knowledge in the prescribed course content. This content is through a continuous process of evaluation and exploration kept current to the extent possible, with a view to matching global trends in the specific fields.
- Academic skills are developed through seminar and assignment presentations.
- Communication, inter-personal skills and team works are related outcomes through the various opportunities for group activities and projects.
- Projects, visual representations of literary content, development of scientific models built on the creative and problem solving skills latent in students.
- Practical application of theories through laboratory work and projects.
- Comprehensive Hands on job training, field work and plant training enables practical knowledge.

All courses are provided with befitting the student for community life. The academic environment moves the student beyond the page to social needs, to diversity, to scientific and environmental changes or advances through contact with the best minds and knowledge through conferences, seminars and other such forums.

The program outcomes are available on the college Website. The program specific outcome and course outcome are presented to the student along with the course profile and curricular content. These are spelt out by the course teacher before the commencement of each course. The students and general public can have access to this.

| File Description | Document |
|---|-------------------------------|
| Upload COs for all courses (examples from Glossary) | View Document |
| Paste link for Additional information | View Document |

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

The course outcomes are measured through the performance of the students in the Internal and End-Semester Examinations. Based on the scores, students' comprehension, aptitude and application of effort are assessed. The student is assisted through mentor-wardship, additional support through extra or remedial coaching to attain better scores. The result analysis done in each semester also reveals the levels of outcome.

The examination at the end of the course is a measure of the growth of the students academically, from the initial assessment to their acquisition of required knowledge over the semester.

Performance in the laboratory components measures the students comprehension of the theory and the skill required to translate that knowledge into application.

The programme outcomes are evaluated through the quantum of students progressing to higher studies and getting placements. The records show that these two parameters constantly increase over the years.

Measurement of Attainment of course outcomes (Co) After implementing CBCS, course attainment is measured in two different methods such as Direct and Indirect methods. Direct method includes Internal Assessment Test / Quizzes / Assignments / Tutorial / Seminars /Terminal Examinations, whereas indirect method includes Students Exit Survey obtained from the students immediately after the publication of the final results of the course.

Apart from lab experiments, projects and tangible outcome skills are assessed tight through the process, the planning and final production or performance.

The personal skills of the students, their communication abilities, their presentation skills and relationship abilities are evidenced through the seminar and group presentations that are an integral part of the most of the courses.

The Program outcomes are evaluated by the feedback received from the students, Alumni and Parents.

2.6.3 Average pass percentage of Students during last five years

Response: 52.45

2.6.3.1 Total number of final year students who passed the university examination year-wise during

the last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 0 | 193 | 109 | 96 | 69 |

2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 0 | 206 | 172 | 159 | 154 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:**

| File Description | Document |
|--|-------------------------------|
| Upload database of all currently enrolled students (Data Template) | View Document |

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

File Description

Institutional data in prescribed format

Document

[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

3.1.2.2 Number of departments offering academic programmes

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 5 | 5 | 5 | 5 | 5 |

File Description

Institutional data in prescribed format

Document

[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years**Response:** 22**3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 3 | 4 | 2 | 5 | 8 |

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.2 Research Publications and Awards****3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years****Response:** 1.16**3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 7 | 9 | 2 | 6 | 13 |

File Description**Document**

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)**3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 1.73**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 2 | 9 | 8 | 7 | 29 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |

3.3 Extension Activities

3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

Extension activities extend the learning of the learner besides academic activities. It can be done in small groups or by a single student. For students, these activities can be reinforcing skill activities. It is to bring about the maximum number of desirable changes among the people, which involves both learning and teaching.

The basic objective of extension education is to raise the standard of the people living in the rural area by helping them in using their natural resources like land, water, livestock in the right way. The students are encouraged to participate in Extension Activities through awareness programmes, field visits, participation in Seminars/Workshops/Extension lectures, field projects, and rallies.

The extension is the hallmark of education at Perunthalaivar Kamarajar Arts College. The institution gives an in-depth emphasis to mould every student into the understanding of the neighborhood and the social issues concerning them. Students acquire positive attitudinal change and service culture. The highlights of the Extension Activities are:

- The college subscribes to the compulsory Extension Services such as the NSS (Unit I & II), YRC, RRC, and Red Cross Society of which first, second, and third-year students are members. They attend the annual residential camps where they are sensitized to social issues and development. Student volunteers participate in awareness rallies, Blood donation, training on Youth Employability skills, traffic awareness, Environmental awareness, street plays, and cleanliness drive.
- Swacch Bharath Abiyan Special Camp was carried out with much zeal and vigour in keeping with government directives inculcating the dignity of labour.
- Regular community programs include Awareness Programme on Eye Care, Eradication of Polio, traffic awareness, tree plantation, awareness on Dengue and Chickun Kuniya, safety while handling crackers, blood donation, coastal clean ups, Swacchta Hi seva, Electoral literacy, Environmental awareness, Celebration of International Yoga Day, National Integration Day (31/10), National Voters Day (12/01), World Mental Health Day, etc.

- The Electoral club creates awareness among the first time voters on getting voter ID and casting vote in the General Elections as the right of the citizens under Democracy.
- Run for a cause – Mini Marathon Olympics creates awareness among the public on the social issues and environmental awareness by the volunteers.
- NCC – Army Wing conducts rallies and marches to create awareness among the public on traffic, drug abuse, planting of trees, on smoking and tobacco and mobilising contributions for flag day.

Participation in extension Activities brings a paradigm shift among the students and awareness on the heritage, rich culture, history and the patriotism of the national leaders. Through extension services, the college attempts to imbibe human values such as respect for others, dignity of life, fight against injustice and discrimination and groom them to be responsible and responsive citizens.

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 111

3.3.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 11 | 28 | 32 | 22 | 18 |

| File Description | Document |
|---|-------------------------------|
| Reports of the event organized | View Document |
| Institutional data in prescribed format | View Document |

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 441.16

3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 945 | 2834 | 2693 | 4100 | 3290 |

| File Description | Document |
|---|-------------------------------|
| Report of the event | View Document |
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

Response: 4

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 0 | 1 | 1 | 1 | 1 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 0

3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|--|-------------------------------|
| Institutional data in prescribed format(Data template) | View Document |

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

Response:

The Institution ensures adequate availability and optimal utilization of physical infrastructure as it is censoriously linked to the mission of our institute- “ 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 and morality”, through technically advanced educational tools.

The assessment for replacement/ up-gradation/addition of the existing infrastructure which is carried out based on the suggestions from Higher authorities, Institutional Head, Heads of the Department after reviewing course requirements, students computer ratio, budget constraints, working condition of the existing equipment and also students grievances. The requirements regarding Class rooms, Computer lab, Language lab, infrastructure development and other equipments are planned by the respective department with the approval of the competent authorities.

Effective deployment of infrastructure is ensured through conducting workshops/ awareness programs. The available physical infrastructure is optimally utilized beyond regular college hours, to conduct co-curricular activities, extra –curricular activities, Parent-Teacher meetings, Campus Recruitments, seminars, workshops, etc.

The Institute provides adequate collections of books in its library subject wise and general. It is facilitated with the Book Bank Scheme for the welfare of the Scheduled Caste students. Each student has the facility of taking two more books apart from the usual two books token on tickets. He / She can retain the books till the end of each semester. The Reading room is provided with two computers with internet connectivity for the benefit of the students. News Papers, Periodicals and magazines. English and vernacular are regularly subscribed to enhance the knowledge of the students. The Institute has well equipped Computer lab with 40 systems along with UPS for the students to do practical and demonstrations which enhance learning process. Institute has Language lab, a computer and 15 terminals to help the rural students and to make them to master the art of speaking in English.

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

Response:

The college strives to impart holistic education and has developed the requisite facilities. The college provides ample facilities for the students to participate in sports and games in College, University, District, State and national level competitions. The college also organizes various sports and games in our campus.

The Department of Physical Education under a qualified Director of Physical Education is responsible for organizing various sports events. Outdoor and Indoor games facilities available in the campus are effectively used by the students and faculty members during and after the college hours. The department organizes Intra-Mural sports meet every year with active participation in this great event. Facilities for the outdoor games such as Athletics, Badminton, Volleyball, Kabbadi, Kho-Kho, Cricket, etc., and indoor game facilities for Table Tennis, Carrom, Chess are available.

To promote sports and games, the Institution has outdoor games facilities. The outdoor playground is useful for conducting various Intra and Inter- Collegiate sports events and annual sports meet. The playground has 100 meter track, 400 meters track, Volley ball court, Cricket practice pitch.

The facilities are also used by neighboring village players to do the practice in the morning and evening.

FACILITIES FOR CULTURAL ACTIVITIES

In order to identify the hidden talents among the students, the college is hosting Fine Arts Day every academic year and many students are participating in this event. Seminar hall is available in our college campus; the cultural events are conducted with a seating capacity of 200. The following are some of the events .

- Painting
- Essay writing
- Poem writing
- Elocution
- Rangoli Competition
- Solo dance
- Group dance
- Solo songs
- Group songs
- Classical dance
- Skit
- Cooking Competition
- Collage
- Mehendi Competition

Participation in cultural activities result in enhancement of the personal skills and experience like confidence, self- presentation, inter-personal skill, team work, time management and organizational skills.

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 43.75

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 07

| File Description | Document |
|--|-------------------------------|
| Institutional data in prescribed format(Data template) | View Document |

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 14.74

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 6.18 | 3.62 | 1.84 | 0.73 | 12.62 |

| File Description | Document |
|--|-------------------------------|
| Upload audited utilization statements | View Document |
| Institutional data in prescribed format(Data template) | View Document |

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

Response:

The college library is a veritable treasure trove of textbooks, reference books, dictionaries, encyclopedias,

magazines, newsletters, etc. Its total collection presently comprises of 8412 books, magazines and journals and 14 bound volumes. It subscribes to all Puducherry based, Tamil Nadu based and national newspapers.

The Library and reading room, which are under CCTV surveillance, has a spacious reading hall and a separate stacking area. It has 2 computer systems with 100mbps speed of internet facility. Photocopying Machine is available at present.

The library has UGC-INFLIBNET N-LIST (from 2010) are renewed annually for the effective use of e learning.

The library committee consists of Chairman, Convenor and 8 members. Members are nominated by the Principal in his capacity as a chairman. Members from each department with Assistant Librarian, the committee plays an important role in increasing the number of books and magazines and other resources to provide better services to library users.

The library provides support to students to run a Book Bank facility that is successfully running a decade for the welfare of the Scheduled Caste students. Each student has the facility of taking two more books. He / She can retain the books till the end of each semester. The faculty members and the students of the institution utilize the library for continuous learning and to enhance their knowledge.

Library is fully automated with ModernLib Multiuser Software with barcode technology. The software contains various modules such as enquiry, circulation, administration, etc. There are three terminals provided to facilitate access the e - library resources.

Books

Titles - 8412

Journals/ Periodicals

Newspapers - 7

Name of ILMS Software: ModernLib, Fully automated, Version 2.0.

2020-2021 Report

Books - 8412/ 363 (Total/ year wise added)

Journals - 1

Newspapers - 7

2019-2020 Report

Books - 8049 / 27 (Total/ year wise added)

Journals - 2

Magazines - 17

Newspapers - 12

2018-2019 Report

Books - 8022 / 519 (Total/ year wise added)

Journals - 2

Magazines - 16

Newspapers - 12

2017-2018 Report

Books - 7503 / 9 (Total/ year wise added)

Journals - 2

Magazines - 18

Newspapers - 12

2016-2017 Report

Books - 7494 / 806 (Total/ year wise added)

Journals - 2

Magazines - 18

Newspapers - 12

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: E. None of the above

| File Description | Document |
|--|-------------------------------|
| Institutional data in prescribed format(Data template) | View Document |

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**Response:** 1.21**4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 1.37 | 0.31 | 1.52 | 0.43 | 2.41 |

| File Description | Document |
|--|-------------------------------|
| Institutional data in prescribed format(Data template) | View Document |
| Audited statements of accounts | View Document |

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for

online access) during the last completed academic year

Response: 2.61

4.2.4.1 Number of teachers and students using library per day over last one year

Response: 21

| File Description | Document |
|---|-------------------------------|
| Details of library usage by teachers and students | View Document |

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Response:

Since IT resources are utilized for the smoother functioning of the Institution, regular maintenance and up-gradation of the same is ensured.

All necessary software like Microsoft office, browser, lab software, anti-virus software are installed and maintained. Periodical maintenance is carried out in all laboratories. In house servicing of the lab instruments are done every six months. Major repairs are outsourced by following the procedure of the Institute. Consumables will be purchased every six months. Instruments are calibrated wherever required. All electrical wirings and grounding are done as per the norms. First aid box, fire extinguisher and hand gloves are provided wherever necessary.

The computer systems are upgraded periodically. As per the syllabus updation, the required software is purchased and license will be renewed. The internet bandwidth 40 Mbps connectivity is upgraded based on the requirement to provide quality internet connectivity. Wi-Fi is provided for the entire campus and it is upgraded often. Fire wall and Anti-virus software are installed to ensure better security.

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 15:1

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |

4.3.3 Bandwidth of internet connection in the Institution

Response: B. 30 MBPS – 50 MBPS

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional Information | View Document |

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 45.76

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 9.73 | 12.43 | 16.23 | 43.41 | 11.11 |

| File Description | Document |
|--|-------------------------------|
| Institutional data in prescribed format(Data template) | View Document |

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Laboratory: The College houses an excellent computer science laboratory with 40 systems supported with UPS used mainly by the students of the Computer Science Departments as well as students from other departments based on their needs. The laboratory is maintained by a lab assistant and the faculty members of the Department of Computer Science. Separate registers for student, stock and staff are maintained. NPTEL (the National Programme on Technology Enhanced Learning) enables students to access and learn their courses online using college computers. A language lab is also available with one computer and five terminals to improve the skills in languages. The language lab is maintained by faculty members of the Department of English.

Library: The college library is well equipped with Books, INFLIBNET bar-coding software, fully automated software with E Books and e journals. Book bank schemes are also available to enable students to have free access to books related to their course curriculum.

Reading room: Reading rooms with two computers are open for the benefit of the students and staff who can download and search any relevant material regarding lesson notes, course material and lecture notes. Video lectures can be also viewed online for better understanding of the subject concepts.

Class rooms: Class rooms are built as per UGC norms with proper ventilation and furniture. Ample entry and exit routes are chartered for rapid entry and exit of students in times of calamity. Green Boards adorn every class room and LCD facility is also available for effective teaching learning process.

Physical Education: Physical director trains, practices and conducts many sports events for all students. Every year sports day is celebrated in a grand scale following various competitions held for five days. A huge play ground has been cleared and leveled for the benefit for conducting sports activities. Students hailing from economically poor and rural background have made the most out the sports activities as they served as a means to release their stress and to divert and distract themselves without incurring any cost. Students and staff are encouraged to organize seminars and workshops funded by the college. Tours and internship programs are organized for the students of BBA Tourism.

Auditorium: An auditorium with a seating capacity of 200 people exists equipped with a podium and microphone and LCD projector. The retiring room for ladies comprises of two steel cots, pillows and a steel almirah in addition to an induction stove and casseroles and a napkin vending machine. The availability of the CCTV enables effective monitoring and recording of the activities in and around the campus. Each department is provided with a computer and a printer and an internet a wi-fi with a bandwidth of 40Mbps. The college canteen caters to the needs of the students and staff. RO drinking water facility ensures clean and safe dispensing of water. Napkin incinerators are installed in the girls' toilets to ensure proper hygiene for the girl students. Security personnel are engaged through an outsourcing agency, whereas gardeners and sweepers come from self help groups.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Paste link for additional information | View Document |

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 18.4

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 104 | 134 | 125 | 126 | 110 |

File Description

Institutional data in prescribed format

Document

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

File Description

Institutional data in prescribed format

Document

[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

- 1.Soft skills
- 2.Language and communication skills
- 3.Life skills (Yoga, physical fitness, health and hygiene)
- 4.ICT/computing skills

Response: B. 3 of the above

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 0

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: E. None of the above

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 45.34

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 107

| File Description | Document |
|---|-------------------------------|
| Upload supporting data for student/alumni | View Document |
| Institutional data in prescribed format | View Document |

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 40

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 4 | 1 | 0 | 0 | 0 |

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 04 | 1 | 0 | 0 | 0 |

| File Description | Document |
|---|-------------------------------|
| Upload supporting data for the same | View Document |
| Institutional data in prescribed format | View Document |

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 4

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 2 | 0 | 1 | 1 | 0 |

| File Description | Document |
|--|-------------------------------|
| Institutional data in prescribed format | View Document |
| e-copies of award letters and certificates | View Document |

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Response:

In the institution of Perunthalaivar Kamarajar Arts College, the students are given responsibility in all possible ways and means. Be it Departmental Association or an academic function or event, students are bestowed with responsibilities. Some of the premises where students are endowed with representation are given below

In every department, Class representatives are elected representing boys and girls to act as a link between the students and the staff besides helping the faculty in smooth conduct of the academic activities. Students representative represent their suggestions and feedback.

- Apart from the Department activities, students are assigned various responsibilities as member in Fine Arts, Sports Committee, NSS, NCC, Anti-Ragging Committee, Discipline Committee, etc.
- To ensure fair and just solutions to the genuine grievances of the students, students of both sexes are made member in the internal complaints committee of the institution constituted as per the guidelines of the UGC.
- Class Representatives from different disciplines are included as “Students Representatives” in the Anti-Ragging Committee to maintain discipline and decorum of the institution.
- Students are regularly contributing articles to the college Magazine and exhibiting their literary talent in English and vernacular.
- Students are entrusted with the responsibility of serving as In charge for various events in the Perunthalaivar Kamarajar Arts College Fine Arts Committee that brings laurels to the institution through exhibiting their talents in numerous local, regional, University level and National Level Programmes.
- Among NSS Volunteers, leaders are designated to lead and monitor the work of the fellow Volunteers in the activities conducted both inside and outside the campus.
- NCC Cadets are designated with different Ranks in the NCC warranting their responsibilities.
- Students of both sexes are made as Captain, Vice-Captain of various houses during the Annual Sports Meet.
- Periodic conduct of class representatives meetings to outlet their grievances.

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 26

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 2 | 39 | 36 | 37 | 16 |

| File Description | Document |
|---|-------------------------------|
| Upload any additional information | View Document |
| Report of the event | View Document |
| Institutional data in prescribed format | View Document |

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

Alumni Association is functioning in the College to strengthen the stake holder relationship, participating management in making process and fosters college development. Many of the Departments of the College organize the Alumni meet time to time. Role played by the Alumni are

1. Career Guidance
2. Interview Techniques
3. Placement Activities
4. Resource persons for workshop/Seminars/Guest Lectures/Conferences organized by respective departments
5. Support employability

The Primary motives of the Alumni Association are:

1. Help the students who are financially constrained.
2. Assist differently abled students, enlightening the students for higher studies.
3. Provide incentives to SC/ST students who have good academic record.
4. Provide assistance for infrastructural facilities.
5. Provide Books for various departments.
6. Award students who performed well in sports activities.
7. Participate in various programmes conducted in the Colleg. However, our college is yet to register alumni association

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

Vision

Vision

To impart quality education and to produce employable rural students in the field of higher education by providing holistic education to become socially committed global citizens.

Mission

To provide in-depth knowledge in basics to rural students to improve the learning and analytical skills.

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

Inculcating human values, ethics, and gender equity to supplement the core competencies of the learners.

Developing a sense of creativity and innovation in all the academic endeavours of the institution.

Nurturing innovative entrepreneurship traits and providing the learners a platform for lifelong learning.

Governance

With the objective of producing socially responsible and employable rural students who are committed deeply. The institution sets a model through its governance and administration. The institution has a set of well-articulated guiding principles to bring the desired outcomes among the students and ultimately in the society. The governing principles are effectively implemented at all levels of management by various decision-making bodies like Governing Body, College Council, Board of Studies, etc. that addresses the academic and non-academic issues. Decentralization in the administrative and curricular designing process, promotes collective participation of all stakeholders. The college, thus ensures transparency and accountability in all its activities to the satisfaction of all stakeholders, improving the objectivity and fairness with which it runs its administration.

Perspective Plans

All activities are planned well in advance in consultation with IQAC. Importance is given to prepare a well-set plan before organizing any activity and a follow up made for its successful

implementation. At the beginning of every academic year, all academic and administrative bodies prepare plans for the year. The College Council headed by the Principal plans at College level and Heads of Departments and other faculty members plan at department level. For financial matters, request is submitted to the Pondicherry Society for Higher Education in the form of Grant-in-aid on monthly basis and received for all activities. The College has perspective plans with regards to courses, creation of infrastructure, development of Learning Resources, Integration of Academic Research and Extension and outreach activities for the betterment of society. With the starting of NCC Army wing better prospects are available for placement in the police and defence.

Participation of Teachers

As teachers are the pillars of the educational institution, their commitment and involvement in various academic and administrative bodies decide the successful delivery of educational services. Apart from teaching, our teachers work in various capacities as Members, Convenors, Coordinators, Examiners in statutory and non-statutory committees. By virtue of the role played by the teachers in decision making bodies and through effective governance, the college produces students who are skillful, dynamic and ethical in rendering their duties to the society thus achieving the vision and mission of the college particularly the students hailing from the poor and rural background.

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

Response:

The success of an institution is the result of the collective efforts of all who work towards attaining the vision of the institution. Right from the Chairman of the Governing Body, the Member Secretary, PONSHE, the staff and students, all stakeholders have a role to play in the growth and development of the institution. Their involvement and cooperation in devising and implementing decision making policies for academic and administrative affairs through various bodies and committees have contributed to the growth of the college. By decentralizing the duties and powers, the college paves way for participative management at all levels.

CURRICULUM DEVELOPMENT

The process of Curriculum development is the best-case study for decentralization and participative management. It includes a bottom-up approach as follows.

Feedback from Stakeholders

Every year the College collects feedbacks from various stakeholders viz. students, parents, alumni, industry representatives, etc. on academic and administrative activities of the College during Parent Teachers Association (PTA) meetings, department meetings and Alumni meetings. The feedbacks form the base for representing the views in the Board of Studies convened in the Pondicherry University for affiliated colleges for designing a new curriculum for various programs. Teachers from our college attend

the Bos as members in their respective discipline and the views of the stakeholders are considered.

During Syllabus revision the Dean, College Development Council of the Pondicherry University Coordinates with the Chairman of the BoS of the concerned subject in the University for affiliated colleges in the preparation of operational guidelines and the programme structure for various departments and the same is approved in the BOS. Teachers of our institution are members of the BOS and take care to protect the interest of the institution and views of the stakeholders. The Chairman and the members for affiliated colleges prepare the programme scheme and course content as per the framework suggested by the UGC.

Board of Studies

The draft syllabi are placed for discussion in the Board of Studies held in the Pondicherry University for affiliated colleges.

Chairman : Head of the Department of the concerned subject from the University

University Nominee

Subject Experts

Members from various Affiliated Colleges

Coopted members and Student Nominee

It approves the syllabus and submits suggestions which are carried out and then placed in the academic counsel of the University for Approval. The suggestions given by the academic council are accommodated into the programme before being implemented. The affiliated colleges are governed by the rules and regulations of the Pondicherry University. The academic counsel is the supreme body that has the powers to decide all the academic matters of the affiliated colleges including the curriculum development. The minutes of the academic counsel are then placed before the executive council for its approval.

Thus, students, course-teachers, Heads of departments, principal, alumni, industrialists, subject-experts, university nominees, etc positively contributed to the designing of curriculum by the board of studies and it is implemented by the affiliated colleges.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The College believes in excellence in all spheres so that the students and faculty of the College gets high class infrastructure and opportunity and learn new skills to deal with global challenges. To make this possible and effective the institution assigned the workload into various committees so that proper strategies can be developed.

College Council: The College Council plays very important role in the institution headed by the Principal with all HODs and senior faculty members. It has familiarized the faculty about MOODEL (Open Source Software for online learning for their students). It always provides valuable input to faculty in teaching and learning.

In the last five years the Council has given directions for the academic development of the institution and monitor the activities of the various Committees.

As a rural institution to promote the employability of the students, the NCC Army wing was inaugurated on 25 October 2018. The Cadets are attending various events in the regional, state and national level.

The Cadets who will be successfully completing the 'C' Certificate will get opportunity to serve in the police and defense establishments. It indirectly helps the administration to enforce discipline among the students.

NSS Unit (I&II) conduct various social awareness programs among students to mould them as responsible and committed citizens of India through their voluntary participation. These volunteers create awareness and civic responsibilities among the public in and around the College.

Under Tutorial system every teacher is assigned a group of students in a class as 'Mentor'. He/She is supposed to monitor the academic performance of the students and give advice on academic affairs as well as personal. This has helped many students to orient them towards right direction.

The Committees like Anti-Ragging Committee, Internal Complaints Committee Sexual Harassment Cell ensure smooth functioning of the institution and protect the rights of individuals in the campus through systematic monitoring and addressing the grievances of the aggrieved parties.

The Placement Cell periodically conduct placement drive and in turn benefitted many students especially the students coming from rural background. On the whole the institution has immensely benefited through these committees.

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

The organizational structure of the college includes administration, statutory bodies and non statutory bodies. It is an institution functioning under the aegis of the Pondicherry Society for Higher Education, Government of Puducherry. The administration of the College is headed by the Principal both teaching and Non-teaching.

Under teaching, each department is headed by the Head of the Department concerned and with regard to the headship of the Department rotation system is followed based on seniority for a term of three years. Majority of the Assistant Professors are with Doctorate in their respective disciplines.

Under non-teaching, the Superintendent heads the office under whom office assistants, UDC/LDC, driver,

multitasking staff, housekeeping and security are working. The recruitment of teaching staff is made by the Pondicherry Society for Higher Education.

The Non-teaching staff members are recruited by the Government of Puducherry by its own transparent recruitment rules, policies and procedure.

Under statutory bodies, there is a Governing Body (Chairman, Secretary to Government, Education) which is the supreme body for administering the cluster of colleges under PONSHE. The financial support extended in the form of Grant-in-Aid through the budgetary provision. The Director of Higher and Technical Education is the Member Secretary of the PONSHE and all administrative approval/sanctions are issued.

Under non-Statutory bodies, various committees with regard to discipline enforcement and other measures are constituted. The committees include Anti-ragging Committee, Sexual Harassment Prevention Committee, Placement and Career Guidance, Grievance Redressal Committee, Extra-curricular and Cultural Activities Committees, website Committee, sports Committee, Magazine Committee, Calendar Committee, Red Ribbon Club, Youth Red Cross, Admission committee, Committee for SC/ST, Minority Cell, Internal Complaints Committee, OBC Cell and NAAC Advisory Committee.

The college uses all these committees for its efficient functioning and optimum utilization of its resources.

The Heads of Departments perform their duties under the supervision of the Principal to conduct and maintain the standards of teaching and research.

The Librarian is the full time staff of the college and performs duties as may be assigned to him /her by the College Council.

The Physical Director takes care of the sports and games of the students in the College.

| File Description | Document |
|---|-------------------------------|
| Link to Organogram of the Institution webpage | View Document |

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: C. 2 of the above

| File Description | Document |
|--|-------------------------------|
| Screen shots of user interfaces | View Document |
| Institutional data in prescribed format(Data template) | View Document |

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

The college takes effective welfare measures for teaching and non-teaching staff. Being a rural institution the government of Puducherry is operating buses for the commutation of students free of cost on timely basis. This facility is highly useful since it supplements the public transport system in the union territory of Puducherry. A Canteen is being run, where food, snacks and beverages are made available for the students and teachers at reasonable prices. Nutrition is given priority resulting in the sale of hygienic and nutritious food items.

The National Service Scheme (NSS Units – I & II) and its welfare activities are as follows – The NSS conducts blood donation campus every year. As a benefit from this venture, both teaching and non-teaching staff can approach the Indian Red Cross Society through the YRC Programme officer to obtain blood in case of emergencies. The NSS Programme officers use to arrange donors from volunteers in case of medical emergency. The NSS has been organizing dental campus, eye check-ups and medical campus (where awareness on Breast feeding, nutrition, first aid, awareness on traffic and cancer awareness) are dealt on campus. Teaching and non-teaching staff have benefitted from the campus.

A primary Health centre, at Tirubhuvanai nearby, run by the Government of Puducherry and the Manakula Vinayakar Medical College, located in the adjacent campus, offer first aid and other basic medical facilities to the teaching, non-teaching staff and students of the college. A “**Rest Room**” is made available exclusively for the women students and women staff for any emergency.

The teaching and non-teaching staffs are entitled to get reimbursement for their medical expenses. The teaching and non-teaching staffs are getting tuition fee reimbursement for their wards up to higher secondary education for two children. Staffs and students can avail the wifi facility on campus and the students have a reading room with internet facility for browsing of data. There is a hostel run for the students of SC/ST/OBC students hailing from far off places by the Government of Puducherry. Festival advance is given for the teaching and non-teaching staff to be deducted from their salary.

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 0

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and

towards membership fee of professional bodies year wise during the last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|--|-------------------------------|
| Institutional data in prescribed format(Data template) | View Document |

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**Response:** 0.2**6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 1 | 0 | 0 |

| File Description | Document |
|--|-------------------------------|
| Upload any additional information | View Document |
| Institutional data in prescribed format(Data template) | View Document |

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**Response:** 15.1**6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 3 | 7 | 5 | 5 | 4 |

| File Description | Document |
|---|-------------------------------|
| Reports of the Human Resource Development Centres (UGC ASC or other relevant centers) | View Document |
| Institutional data in prescribed format(Data template) | View Document |

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

The college has a performance appraisal system for teaching and non-teaching staff. As per the Government norms, confidential assessment records are maintained for teaching and non-teaching staff. The contents of confidential assessment records include identifying strengths and weakness of the members of staff, subjects taught, results in the subjects taught, strength in each class, and refresher and orientation courses attended by them and seminars, conferences attended and organised. It includes two components, namely self-assessment by the respective faculty member and the comments and recommendations of the Head of the Department and the Head of the Institution. A copy is sent to the PONSHE while one is retained in the college. This performance appraisal is mandatory for CAS promotion.

In addition to self appraisal by faculty, teacher evaluation is done by students. The students provide feedback on the performance of the members of the teaching staff. In the students feedback form, the students identity is not warranted so as to enable them feel free and give real feedback. The feedback collected is consolidated and presented to the staff. A copy of the feedback is made available to the heads of the departments, for discussion with respective faculty. The members of the staff, if necessary are given guidance to overcome their short comings, if any pointed out in an unbiased manner by the students.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college conducts internal and external financial audits every year at the stipulated time. The internal Audit Committee consisted of JAO and SAO of the DHTE approves the expenses incurred in the previous year. Grant-in-aid released by the PONSHE is audited by a qualified Auditor regarding the funds utilized for the purpose for which they are granted and released. The receipts and the payments are properly accounted and obtained the requisite Utilization Certificate from a qualified Chartered Accountant. Further, the receipts and the payments are duly audited by the auditors of the Department of Audit, Government of Puducherry as well as by the Controller and Auditor General, Chennai

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the

last five years (not covered in Criterion III)**Response:** 0**6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)**

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|--|-------------------------------|
| Institutional data in prescribed format(Data template) | View Document |

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources**Response:**

Being a college run by Government of Puducherry, we are receiving funds from Grant-in-aid from the Pondicherry Society for Higher Education, Government of Puducherry on various heads to meet out the expenses on purchase of books, equipments, renovation of existing buildings, remedial coaching for SC/ST students etc.,

Further, the MHRD, under the scheme of RUSA has granted amount under various component for academic and infrastructure development of the college.

Optimal utilization of resources:

The funds received by the college have been properly utilized for the purpose for which they were sanctioned and released. Also, the available resources are utilized optimally.

6.5 Internal Quality Assurance System**6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the**

quality assurance strategies and processes

Response:

As a part of quality initiative measures to enhance the teaching –learning process in the institution, IQAC has identified and implemented various activities such as

- 1.Feedback Analysis
- 2.Tutor-ward system
- 3.Continuous Internal Assessment
4. Workshops and Seminars, Self defense classes for girls students
5. Women sensitization programme
- 6.Remedial coaching classes
- 7.Periodical meeting with the students
- 8.Creating social awareness among the students
- 9.SWAYAM - NPTEL online courses
- 10.Basic infrastructure such as Ladies retiring room, additional toilets for girls, installation of incinerators, repairing and purchase of furnitures etc.
- 11.Language lab
- 12.ICT enabled classrooms
- 13.Canteen facility
- 14.Parents – Teachers meeting

Out of the above, the two activities which are most relevant to teaching – learning process are described here.

1. Feedback Analysis: Feedbacks are collected from all the students and their parents with a questionnaire every semester. It is analysed and the necessary actions are taken periodically to overcome the issues highlighted in it. From the academic year 2020-2021, it is collected through Google form due to Covid-19 spread.

About Curriculum: Here, students are asked to answer a set of questionnaire which allows them to express their views on curriculum design and development, the objective and the relevance to the course content, depth and career orientation of the syllabus and so on. These feedbacks are communicated to the teacher members so as to enable them to communicate the same in the Board of studies meetings. It is noted that the course offered in our institution B.A. (Functional Tamil) was converted as B.A. (Tamil) through this mechanism.

About the teachers and infrastructure: Here, students are expected to rate the method of teaching, completion of syllabus, punctuality and quality of teaching, infrastructure and so on. Based on the feedback from the stakeholders, Chalk and talk method of teaching slowly shifted to the ICT enabled teaching, group discussion etc. Infrastructure such as canteen, ladies retiring room, language lab etc. were also setup.

Parents' Feedback : As ours is a rural college and our students are first generation graduates, in the parents-teachers meeting, Parents' feedback is obtained in the regional language about the teaching quality, infrastructure facility, fee structure and so on. It is also analysed and the necessary actions are taken accordingly.

2. Tutor-Ward system: Based on the number of faculty members in the department, the students belonging to that department are divided into groups and for each group, a faculty member is designated as a Tutor (Mentor). Students are taken care through Tutor-ward system in all aspects. The mentors hold the whole responsibility of their wards' studies, career guidance, grievance redressal, punctuality and attendance. After publication of results for the terminal examination of every semester, a Parent –Teacher meeting is convened by the tutor and the parents' are updated with their wards' performance. The report of all these activities are maintained in the department and the same will be brought to the notice of Head of the institution if any necessity arises for further actions.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC of our college facilitates so many review processes to enhance the quality culture in the college. The following are some of the activities helped IQAC to improve the teaching – learning process, structure and methodologies of operations and learning outcomes of the students.

1. Academic and Administrative Audit
2. Result Analysis
3. Periodical submission of the students logbook to Head of the Institution
4. Feedback Analysis and its action taken report
5. Swayam – NPTEL online courses
6. Meetings with the class representatives
7. Activities of the Placement Cell
8. Internship training, On the job training, Educational tour and Field trips
9. Workshops, Seminars and guest lectures organized.

Academic and Administrative Audit(AAA) : In 2017-18, an AAA team was constituted by the Pondicherry Society for Higher Education (PONSHE) with the eminent professors and senior academic peers from different institutions. A Proforma is designed for AAA by IQAC focusing on the following aspects.

- Teaching methodologies and learning resources
- Profile of the teachers
- No.of IQAC meetings held
- Research publications of the staff members
- Extension activities
- Student support and progression
- Infrastructure facilities
- Physical education
- Students achievements

The academic audit conducted in 2017-18 reviewed the above aspects and has resulted in introduction of an equal opportunity cell, Swayam-NPTEL online courses and increase in students intake and so on.

- The basic infrastructures such as installation of incinerators, renovation of ladies toilets, setting up of language lab and ladies retiring room, repairing and purchase of students' furniture, RO system were fulfilled by the equal opportunity cell.
- The introduction of Swayam – NPTEL course with one of our staff members Dr. G. Rajmohan, as a single person of contact (SPOC) enabled the staff and the students to acquire knowledge in contemporary topics of their field of study.
- In line with the vision of our Institution **“To impart quality education and to produce employable rural students”**, the Government of Puducherry has increased the students' intake for all the courses.

Result Analysis: Every semester, after the publication of results by the University, a detailed result analysis is carried out to review teaching, learning and evaluation processes.

Among these three, evaluation complements the other two by reviewing the progress made in teaching and learning process. In our college, performance of students is measured by two ways *i.e.*, Continuous Internal Assessment (CIA) system for internal components, and final Examination for external component. The result analysis is discussed in the college council meeting and the members of the council suggest some corrective measures for improvements. The toppers and slow learners are identified through this. Toppers in each class are motivated and honored in the college day function and the subject toppers are honored by their departments. The identified slow learners are given coaching through remedial classes. Thus, result analysis helps in fine-tuning and evolving new pedagogies and strengthening the teaching-learning process for the betterment of student community.

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: C. 2 of the above

| File Description | Document |
|--|-------------------------------|
| Upload any additional information | View Document |
| Institutional data in prescribed format(Data template) | View Document |
| Paste web link of Annual reports of Institution | View Document |

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Gender Equity means fairness of treatment for men and women according to their respective needs. This may include equal treatment in terms of rights, benefits, obligations and opportunities for both men and women. In order to create true equality of opportunities, equality is needed to ensure that everyone has the same opportunity.

The college being a Co-education rural institution upholds gender equality by accommodating 371 girls out of 773 students. The college is keen in ensuring safety, security and equality of womenfolk in all academic spheres.

The girl students are nominated /selected as class representatives to ventilate their grievances.

An exclusive women cell functions with the following

- Objectives to create sexual awareness
- Develop self-esteem and self-reliance among boys and girls to ensure mutual respect.
- Offer personalized guidance and counseling assuring confidentiality.
- To sensitize the rights of Women-“Law and Women” a one day seminar was conducted.
- Basic amenities are provided for girls students to ensure health and hygiene.

Safety and security

To ensure safety and security round the clock watch and ward facility is arranged.

32 CCTV cameras are installed throughout the campus.

Visitors are permitted after ensuring their identity in the visitors Register to prevent entry of trespassers.

Students are sensitized about ‘Nirbhaya Act’ to ensure the safety and security of women in the campus.

| File Description | Document |
|---|-------------------------------|
| Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information | View Document |

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: D. 1 of the above

| File Description | Document |
|-----------------------|-------------------------------|
| Geotagged Photographs | View Document |

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

1. Solid Waste:

- The waste generated includes paper, dryleaves, plastic, glass, food wastage, etc
- The waste is segregated as degradable and non-degradable at each level and they are collected at stipulated time and at regular intervals.
- Non-degradable waste is handed over to the Commune Panchayat authorities for safe disposal.
- Incinerators are available in all restrooms to ensure hygiene and safe disposal of used napkins.

1. Paper Waste:

- Dustbins are provided in each class and in the prominent places for collecting paper waste.
- Used papers in the form of old written answer scripts, record notes and assignments are sent for recycling.

- Students are given online assignments and are instructed to submit e-assignments through e-mail especially during the Covid-19 Pandemic.
- Perunthalaivar Kamarajar has minimised the use of papers and steps are followed to encourage paperless office.
- Most of the official circulars are communicated through SMS, WhatsApp or Email.
- Every class has WhatsApp group for academic communication among the teachers and students.
- Printouts are taken only during indispensable occasions or for maintaining official records.
- Both sides of all papers are used for writing as well as for printing.

c) Plastic waste:

- Use of plastic carry bags, cups and laminated paper plates are totally prohibited in the campus. Students and Staff are advised to bring cloth bags.
- Separate Dumping yards are provided and disposal of waste is monitored.
- Solid waste management is done effectively by converting bio-degradable waste into manure as vermicompost.
- Since we have adequate purified R .O (Reverse Osmosis) drinking water outlets, used of plastic water bottles have reduced to a great extent.
- Students and staff are sensitized about the hazards of plastic and the need to avoid them through awareness programmes, competitions and activities conducted through the NSS and NCC.

1. Food waste:

- Separate bins are kept in and around the canteen to collect foods waste.
- The food wastes are dumped in separate pits for decomposing.
- Hands-on training is given to the people of the adopted and neighboring

Villages in preparing vermicompost, and pamphlets are distributed for creating awareness on energy conservation, mosquito eradication, rainwater harvesting, etc.

- Students are sensitised not to waste food items.

1. Liquid Waste:

- Rain water harvesting system is functioning to recharge the ground water level.
- Sewage water from canteen and other blocks is used for watering the garden and tree planted in the campus.
- Spent water released from the R.O water purifying unit is also used to irrigate plants and trees.

1. e-Waste Management:

- In the campus we adopt a policy of “use and reuse” and ensure proper maintenance through ‘Buy-back’ and ‘AMCS’ to extend longevity and minimize e-waste.
- Every year physical stock verification has been carried out and equipments which are beyond servicing/repairs are identified and are approved for disposal.
- Electronic equipments are serviced properly and are restored to working condition.
- UPS Batteries are recharged /repaired/ exchanged by the suppliers

| File Description | Document |
|---|-------------------------------|
| Geotagged photographs of the facilities | View Document |

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: B. 3 of the above

| File Description | Document |
|--|-------------------------------|
| Geotagged photographs / videos of the facilities | View Document |

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: Any 4 or All of the above

| File Description | Document |
|---|-------------------------------|
| Geotagged photos / videos of the facilities | View Document |

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: E. None of the above

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Disabled-friendly washrooms
3. Signage including tactile path, lights, display boards and signposts

- 4. Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**
- 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: B. 3 of the above

| File Description | Document |
|--|-------------------------------|
| Geotagged photographs / videos of the facilities | View Document |

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities. Different sports and cultural activities were organised inside the college to promote harmony towards each other. Memorial days like; (1) Women's Day (2) Yoga Day, Cancer Day, AIDS Awareness along with many regional festivals like Vinayagar Chaturthi, Saraswathi and Ayudha Pooja and Thamizhar Thirunaal (Pongal) are celebrated in the college. These activities provide positive interaction among the students of different national and cultural backgrounds. There are different grievance Redressal cells in the Institute like Students Grievance Redressal Cell, Women Grievance Redressal Cell which deal with grievances without considering anyone's racial or cultural background. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which have to be followed by each one of them irrespective of their cultural, regional, linguistic, communal, socio-economic and other diversities. Blood Donation Camp was organised in the campus among the student volunteers to help the needy people. Awareness on covid-19 pandemic for the students was conducted enlisting the support of the health workers from primary health centre, Thirubhuvanai. In our college students had participated in the International Yoga Day (21, June) celebration creating awareness on the growth, development and importance of peace throughout the world and making people aware of physical and mental peace and providing solutions through yoga. It also aims to develop a habit of meditation for peace of mind, self-awareness which is necessary for survival in a stress - free environment. The Physical Education Department, NSS Units and NCC Army Wing encourage students to participate in the workshop on Yoga and its significance to students and Faculty Members.

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

PKACK takes pride in the fact that apart from preparing a sound academic foundation of the student community; the college constantly works upon to develop them as better citizens of the country. In this regard, the institute, apart from teaching, inculcates a feeling of oneness among the student community

through various practices and programs. The faculties have always been in the practice of organizing activities that not only initiate but also motivate the students to adopt various practices that promote the “**Unity in Diversity**” of our motherland. The College ensures that the students participate very enthusiastically in all such activities. Since the last five years, the college has strived forward with great effort to increase the level of awareness and appropriate practices amongst the students with regard to the following areas:

1. **National Identities and Symbols:** The College has always taken various direct and indirect steps which promote the awareness about various National Identities and Symbols. The College celebrates the Independence Day & Republic Day with great ceremony and strength. The Principal organizes and celebrates the Constitution Day on an annual basis and thus contributes to the spreading of Constitutional values and ideals.

2. **Fundamental Duties and Rights of Indian Citizens:** The Faculty of various departments have organized various academic and co-curricular activities for the transmission of the Fundamental Duties and Rights of the Indian citizens. The students have enthusiastically participated in various programs like:

1. Academic programs like Seminar, Conferences, Expert talks, etc which have enriched the awareness about these aspects.
2. Various activities like poster making competition, etc.
3. Organizing Annual Competitions on various contemporary legal issues.
4. Organizing various forms of legal aid and legal awareness camps to impart awareness of such issues.

3. **Constitutional Obligations:** PKACK has organized student centric activities like paper, poster & essay competition which have always received huge participation from the students and promoted their awareness about various aspects of Indian citizenship. List of various activities conducted in the Institute for inculcating values for being responsible citizens as reflected in the Constitution of India are given below:

| Sl.No | Title of the programme/Activity | Duration (from-to) | Number of participants |
|-------|---|--------------------------|------------------------|
| 1 | National Voters day Pledge | 25.01.2021 | 50 |
| 2 | Republic Day Celebrations | 26.01.2021 | 50 |
| 3 | Independence Day -2021 | 15.08.2021 | 100 |
| 4 | Martyr's Day | 30.01.2021 | 50 |
| 5 | Road Safety Awareness Programme | 8-2-2021 | 100 |
| 6 | Health and Hygiene Clean India, Digital World (7 Days Special Camp) (Unit I & II) | 22.01.2021 to 28.02.2021 | 100 |
| 7 | Road Safety Awareness Rally at Puducherry | 12.02.2021 | 35 |
| 8 | Covid - 19 Vaccine Awareness Cycle Rally | 08.07.2021 | 50 |

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: C. 2 of the above

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The following is the list of national and international commemorative days, events and festivals the institute celebrates every year

| Sl.No | Name of the Event | Date | No. of the Participants |
|-------|------------------------------|------------|-------------------------|
| 1 | World Environment Day | 05.06.2020 | 50 |
| 2 | Independence Day | 18.08.2020 | 50 |
| 3 | National Sports Day | 29.08.2020 | 50 |
| 4 | Teachers Day | 05.09.2020 | 75 |
| 5 | Gandhi Jayanthi | 02.10.2020 | 100 |
| 6 | Republic Day | 26.01.2021 | 50 |
| 7 | Internal Mother Language Day | 21.02.2021 | 30 |
| 8 | International Women's Day | 08.03.2021 | 100 |

World Environment Day: 05 June 2020

The day raises **awareness** about the environmental issues like global warming, marine pollution, human over-population, protection of wildlife, and sustainable consumption. It has spread so far and wide, that WED has become a global platform for countries to reach out to the public.

Students of all departments are made to exhibit posters through online highlighting the importance of environment and the prizes are distributed to the first three best posters.

Independence Day-15 August, 2020

. PKACK celebrates the Independence Day every year. Principal hoisted the flag and delivers speech

highlighting about the significance of Independence Day to the students and staff members.

National Sports Day: 29 August, 2020

PKACK Sports Department organizes National Sports Day every year and organizes Intra Department Sports in various sports.

Teachers Day: 05 September, 2020

Teacher's Day is celebrated to acknowledge the challenges, hardships, and the special role that **teachers** play in our lives. **Teachers Day** is one such event for which students and **teachers** equally look forward to. Students of all departments organize Teachers day and felicitate faculty members and conduct few events.

Gandhi Jayanthi: 02 October, 2020

Every year, we celebrate **Mahatma Gandhi's birth anniversary** on October 2 to send across the message of peace and non-violence. Mahatma Gandhi, a pioneer of India's Independence Movement, is revered in the country and across the world for his philosophies towards life. **Mohandas Karamchand Gandhi Jayanti** is an event celebrated in India to mark the birthday of Mahatma **Gandhi**. It is celebrated annually and remembers the significant role played by Gandhiji in the liberation of India from the British imperial rule.

Republic Day: 26 January, 2021

. PKACK celebrates the Republic Day every year. On the occasion the National flag was hoisted by the Principal and delivers on the significance of Republic Day for the students and staff members.

International Mothers Day: 21 February 2021

Multilingual and multicultural societies exist through their languages which transmit and preserve traditional knowledge and cultures in a sustainable way. International Mother Language Day is observed every year to promote linguistic and cultural diversity and multilingualism. "Fostering multilingualism for inclusion in education and society," recognizes that languages and multilingualism can advance inclusion.

International Women's Day: 8 March, 2021

PKACK celebrated International Women's Day on 8 March 2021. NSS (Unit I & II) and IQAC Coordinator had taken the lead in organizing the function in which all lady faculty members along with Principal and Heads of Departments had participated.

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:**Best Practices in the Institution – 2020-2021****Best Practice - I**

1. Title of the Practice: Feedback analysis

2. Objectives of practice:

- Redressal of students' grievances.
- To incorporate the suggestions for curriculum design and development

3. The Practices

Feedback is collected from both the students and the parents and the same is analyzed by the respective department heads. The feedback analysis report is then submitted to the head of the institution for further action.

- The feedback sought from the students focuses on the following components:
 - Curriculum
 - Teacher
 - Infrastructure
- The feedback received from parents focuses on administration, admission procedure, quality of teaching, fee structure, etc.
- Based on the report received from the heads of the departments, the necessary action to be taken is recommended by the head of the institution. To have transparency in the entire process, the related documents are published on the college's website.

4. Obstacles faced if any and strategies adopted to overcome them:**Obstacles faced:**

- Photocopying of a vast number of feedback forms.
- Manual analysis of feedback responses.
- Accumulation of filled-in feedback forms year by year.
- Difficulty in maintaining the feedback responses as hard copies.
- Difficulty in receiving feedback from the parents within the stipulated time

Strategies adopted:

- Use of statistical tools to analyze the feedback.
- Retention of only sample responses for every semester.
- Collection of feedback at the time of Parents' meeting.

5. Impact of the practice

- Enabled the teachers to give input in the board of studies meeting in designing and developing the curriculum.
- The hygiene of the toilets was given utmost priority.
- The number of textbooks available in the library was increased.
- The food items served at the canteen were reformed so as to offer quality food at an affordable cost.
- The canteen is also equipped with the selling of basic stationery needs.

6. Resources required

- Need for an online feedback system
- Provision for automatic report generation.
- Cloud storage for storing and retrieval of feedback responses.

Best Practice II

Title of the Practice: Online Class

Objectives of Practice:

- In view of the Covid-19 pandemic, the Directorate of Higher and Technical Education, Govt. of Puducherry has provided a common platform G-Suite for all higher Educational institutions to continue the teaching and learning for the benefit of the students.
- All the teachers were involved in taking classes, conducting tests, MCQ and receiving assignments online, and conducting Quiz to keep up the spirit of teaching and learning.
- It has become a boon for the education sector and helped students learn continuously by attending classes online during pandemic period. It is deemed cheaper and reliable as students can learn and practice independently without pressure and stiff completion like in real classrooms.
- It has become very useful tool to keep up the spirit of teaching and learning.

The Practices

- **Established a productive learning environment and fulfilled the expectations of the students academically.**
- **Made the students to be present and set clear guidelines in learning through online.**
- **Enabled the students to do the online submission of assignments, tests, participation in the discussion and clarifying doubts academically.**
- **It has nurtured the practice of giving feedback among the students and culminated discussion with their fellow classmates.**
- Promoted thinking before writing among the students for assignments and other evaluations.
- Feedback helped the students to develop communicative skills and answering.
- Group and individual projects given to the students enabled them to acquire the variety of learning styles and enhanced their learning capacities and taught them the importance of both group work and individual achievements.
- Using of the resources that are readily available like laptop, Mobile Phone and Tablet.
- Monitoring the students for final summary or assessment that helps students to reflect on the things that they have learned through online.

Obstacles faced if any and strategies adopted to overcome them:

- As the students are mostly drawn from rural areas all the students could not access due to unavailability of smart phones, laptops and mobile network especially poor and remote areas.
- One of the major stumbling blocks with regard to online learning is the lack of strong and stable internet connections, as the ones conventionally used at homes have either low bandwidth or have exhausted their limits.
- While studying from home or wherever students may be, there were more distractions than usual, especially with family and other disturbances.
- The sudden switch to online learning has left some students confused with the new situation and the requirement for the rest of the semester.
- Distractions are a reality of online learning and it depends on self motivation to overcome the hurdles.
- Adapting to unfamiliar technology.

Impact of the Practice:

- It has become the need of the hour to continue teaching and learning due to pandemic.
- Around 30% of the students are not satisfied with the delivery of content through online teaching.
- The students were getting addicted to mobiles and laptops and consequently they suffered from mental sickness and eye problems due to the screen effect.

Resources Required:

- In order to succeed in an online class, students need to have the required level of computer skills, motivation and a commitment to learn and work on their own.
- Present attention-grabbing facts, fiction, or any other information to engage learners at the onset.
- Learners interact with the content in a different way than they usually do.
- Humor is known to get people comfortable and build a positive learning environment.
- Research estimates that one minute of online video equates to approximately 1.8 million written words.
- Play teaches them to try different things, fail, learn, and grow. If things are more fun, we are more likely to do them.

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Youth Empowerment and Reaching the Unreached

Education is a powerful tool in empowering the youth and shapes the creative and critical faculty of students. Guided by the Vision and Mission, the College imparts quality education to produce employable rural students and providing in-depth knowledge in fundamentals and to improve their learning and analytical skills. In turn it develops the overall personality of the students and to mould them into good citizens with integrity and morality. It works with the noble aim of liberating and enlightening young rural minds to drive away the darkness of ignorance, firmly believing in the redemptive power of education. To ensure a holistic development of students' personality, the college aims at providing affordable, quality higher education to the rural masses, who mostly happen to be first generation learners. This ultimately results in producing skilled graduates and increase in the Gross Enrollment Ratio (GER). Today, many youths in and around the institution have realized their educational and career dreams because of the opportunities provided at Perunthalaivar Kamarajar Arts College.

The College takes various measures to make the atmosphere conducive and comfortable for learning of the rural youths. Faculty members are trained not only to oversee the students' progress in academics, but also to cater to their overall well-being. Any new development or change in the college is made keeping in mind the students' wellness and ease. The college never hesitates to assist a deserving student and takes all necessary steps to help them develop a career. Faculty members take utmost care in handling students and show immense interest in developing a good future for their students.

A conducive Environment with good infrastructure.

- Aesthetically landscape campus on 8 acres with a built-up area of
- 15 Classrooms, 1 Computer Lab, 1 Language Lab, 1 ICT enabled conference Hall and WiFi enabled Campus.
- Library with Internet & INFLIBNET facility.
- NCC, NSS(Unit I&II) to create awareness and social responsibility among the students

Curricular Support:

- Being a rural Institution, affiliated to Pondicherry University, following CBCS with effect from 2017-18 Academic year.
- Syllabus is reversed as per the guidelines of the Pondicherry University.
- Students are encouraged and motivated to attend NPTEL
-
- -SWAYAM Course to acquire additional knowledge.

Co-curricular Support:

- Extension activities help reaching the under privilege sections.
- NSS (Units I& II) Organize Cleaning drive within the campus and adopted villages under the 'Swachhata Hi Seva' – to promote social values and eco- consciousness
- Physical Education is offered as part of the courses to ensure well-being of youth.

Extra- curricular support:

- State –level intercollegiate competition –to provide a platform to exhibit their talent.
- Puducherry Sport, Games & Cultural Meet-2020, DHTE, Government of Puducherry- Kabbadi and Volley Ball winners, Short Put –Runner and Best Physique Runner.
- Coaching in Sports & Games –by a qualified Physical Director, helping the students to attend Regional, University and National Level games – enabling them to secure career opportunities in defense and Police establishments.

Support for soft skill Development:

- Student Seminars, Study Tours, Projects and Internship Programmes-Organizational skills, presentation skills.
- Guest Lectures, Soft Skill Programmes, and hands – on – training Programmes- life coping skills.
- Provision for obtaining Driving License through Department of Transport.

Support to encourage as Independent Thinkers and Entrepreneur:

- Students Mentoring Scheme- Staff serves as a mentor for 20 students to offer personalized Counselling.
- Women cell- gender equity & Women empowerment initiatives, conducting skill development Programmes.
- PKAC- College Magazine – to make students express their literary and creative talents.
- Students Representatives – Represent the grievances of the students community- Development of leadership skills

5. CONCLUSION

Additional Information :

Implementation of e-governance in areas of operation:

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

Student Excellence in Sports and Games: Students of Perunthalaivar Kamarajar Arts College are from humble backgrounds, but they are blessed with an appreciable amount of native athletic intellect in the form of active participation in sports and games. Students have won many accolades, medallions and shields without proper practice, proper sports dresses, shoes and not even the essential diet befitting a sports person. Each and every sports occasion gets past with a generous donation from faculty and philanthropists with a big heart who provide the necessary dresses and the sports equipment needed for the practicing of the game.

Puducherry Sports, Games and Cultural Meet-2020, a mega event for Inter colleges in the U.T. of Puducherry was held in February 2020 after three decades bringing all the Higher Educational Institutions under the banner of Directorate of Higher and Technical Education. Various competitions were conducted and prize winners were honored with shields, medals and cash award to boost the student community.

Concluding Remarks :

Perunthalaivar Kamarajar Arts College was started as an educational institution to cater to the needs of rural population run by the Pondicherry Society for Higher Education (PONSHE) and affiliated to the Pondicherry University. The College tries to implement its vision and mission in the field of higher education particularly through undergraduate programmes. From its inception various courses were started in a phased manner to benefit the poor and economically backward students of the area. 75% of the seats are given to the students hailing from rural background through Centralized Admission Committee in a transparent manner. The students educated from this institution were able to get employment in different spheres and moulded into good citizens. Thus the mission and vision of the institution making the rural students as employable are realized as an educational institution.