

**Government of Puducherry**  
**TAGORE GOVT. ARTS AND SCIENCE COLLEGE, PUDUCHERRY**  
**INTERNAL QUALITY ASSURANCE CELL**

**Annual Quality Assurance Report (AQAR)**  
*(For the Academic Year 2014 - 2015)*

**Part – A**

**Data of the Institution**

1. Name of the Institution: **TAGORE GOVT. ARTS AND SCIENCE COLLEGE,  
AIRPORT ROAD, LAWSPET, PUDUCHERRY**

- Name of the Head of the institution: **DR. U. PITCHAIMANI**
- Designation: **PRINCIPAL**
- Does the institution function from own campus: **YES**
- Phone no./Alternate phone no.: **0413-2253263**
- Mobile no.: **9362966454**
- Registered e-mail: **hoitacc@gmail.com**
- Alternate e-mail : **iqactgasc@gmail.com**
- Address : **TAGORE GOVT. ARTS AND SCIENCE COLLEGE,  
AIRPORT ROAD, LAWSPET, PUDUCHERRY.**
- City/Town : **PONDICHERRY**
- State/UT : **UNION TERRITORY OF PUDUCHERRY**
- Pin Code : **605008**

2. Institutional status:

- Affiliated / Constituent : **AFFILIATED COLLEGE**
- Type of Institution: Co-education/Men/Women : **CO-EDUCATION**
- Location : Rural/Semi-urban/Urban : **URBAN**
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/Self financing: **UGC 2f and 12 (B)**
- Name of the Affiliating University: **PONDICHERRY UNIVERSITY, PUDUCHERRY**

- Name of the IQAC Co-ordinator : **Dr. Rajasekar**
- Phone No. : **0413-2253263**  
Alternate phone No : **0413-2257566**
- Mobile : **9443130734**
- IQAC e-mail address : **iqactgasc@gmail.com**
- Alternate Email address : **hoitacc@gmail.com**

3. Website address : **www.tac.py.gov.in**

[www.tac.py.gov.in](http://www.tac.py.gov.in)..... The website of the college is under maintenance for technical issues. The web links will be resumed at the earliest and intimated shortly.

Web-link of the AQAR: (Previous Academic Year): **Not Available**

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

if yes, whether it is uploaded in the Institutional website: **NO**

Web link: [www.tac.py.gov.in/NAAC](http://www.tac.py.gov.in/NAAC) : The website of the college is under maintenance for technical issues. The web links will be resumed at the earliest and intimated shortly.

**5. Accreditation Details:**

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	B+	77.25	2004	from:16-02-2004 to: 15-02-2009
2 <sup>nd</sup>	B	2.34	2015	from:01-05-2015 to: 30-04-2020

6. Date of Establishment of IQAC: **10/11/2004**

**7. Internal Quality Assurance System**

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Participation in AISHE	30 <sup>th</sup> September, 2014 & 1 Year	All stakeholders
Tutorial system/coaching for weaker students	1 Year	Those students failed in their subjects
Implementation of various initiatives of MHRD, UGC, etc.	1 Year	All stakeholders
Induction programme to newly admitted students	During August, 2014	1 <sup>st</sup> Year Students
Setting up of ICT enabled Air Conditioned Conference Hall	April 2015	All stakeholders

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

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

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount in Rs.
Ministry of Statistics and Programme Implementation	MPLAD – Toilet Block Construction	District Rural Development Agency, Puducherry	2014-15	80,00,000/-

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

\*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: **Not Available**

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

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

- Tutorial system is introduced.
- Introduction of Nlist in the library for accessing online journals.
- Introduction of field based studies and study tour.
- Introduction of IT finishing school programme.
- Providing computers to all the departments for documentation.

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

Plan of Action	Achievements/Outcomes
Timely Completion of syllabus	Monitoring of syllabus completion and adherence continuous evaluation of learning outcomes of the students by the Principal
Addition of Competitive exam books in the college Library	Addition of Competitive exam books to the college Library helps the students to succeed in the competitive exams.
Engagement of Faculty	Engaged faculties were engaged against vacant positions
Conduct of Seminars / Workshops	Conducted a National conference on Indian Cinema
Provision of scholarship to students	Provided Post-metric Scholarship of Govt. of Puducherry to SC/ST students

14. Whether the AQAR was placed before statutory body? **YES**

Name of the statutory body: **COLLEGE GOVERNING COUNCIL**

Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning? **NO**

Date:

16. Whether institutional data submitted to AISHE: **Yes**

Year: **2013-14**

Date of Submission: **February 2015**

17. Does the Institution have Management Information System? **NO**

If yes, give a brief description and a list of modules currently operational. (Max500words)

### Part-B

<b>CRITERION I – CURRICULAR ASPECTS</b>				
<b>1.1 Curriculum Planning and Implementation</b>				
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words				
<p>The Pondicherry University is the affiliating authority to this college and it provides the curriculum and syllabus. The syllabi are framed by the Members of Boards of Studies which comprises of Professors from various affiliating colleges of the varsity and representatives from the concerned disciplines as an external member. Each and every paper was framed with a specific learning objective and accordingly the papers are handled to meet the objectives of learning outcomes. The course delivery is achieved through regular classes, providing learning resources, books, reference and text books, journals and similar teaching aids. The curriculum meets the necessity by providing on job trainings, Field trips, Educational tour with respect to the needs of various courses on offered by the college.</p>				
1.1.2 Certificate/ Diploma Courses introduced during the Academic year				
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
	Guidance and Counselling	2013-2014 / 1 year	Employability	Counselling
Communicative French		2011-2012 / 6 Months	Employability	Communication skills
Event Management		2011-2012 / 6 Months	Employability	Event Management
Journalism & Mass Communication		2013-2014 / 6 Months	Employability	Mass Communication

**1.2 Academic Flexibility**

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
Nil	Nil	Nil	Nil

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
B.A. / B.Sc./B.Com./B.B.A. (NON CBCS)	<b>UG</b>	-	-	-	-
Already adopted (mention the year)				-	-

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

	Certificate	Diploma Courses
No of Students	120	40

**1.3 Curriculum Enrichment**

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

Value added courses	Date of introduction	Number of students enrolled
Nil	Nil	Nil

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Computer Assisted Testing and Field Study	25
On Job Training	60

**1.4 Feedback System**

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	No	No	Yes

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

The feedback is collected from Students, Teachers and Parents in an exclusively printed format every year. Feedback forms are constructed in such a way to understand the perception of the stakeholders on various aspects like competency of the faculty members, delivery of lessons, approachability, adequate infrastructure, lab facilities, scope for employability and their suggestion if any for improvement etc. The data are carefully tabulated and analyzed. The outcome of this analysis is turned into action plans for further improvement and overall development of the Institution.

**CRITERION II -TEACHING-LEARNING AND EVALUATION**

**2.1 Student Enrolment and Profile**

**2.1.1 Demand Ratio during the year**

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A. Tamil	30	The admissions to all the Govt. Colleges in Puducherry are done at a central point by CAPASC and hence the data for individual colleges are not available	23
B.A. English	80		53
B.A. French	20		10
B.Sc. Mathematics	40		40
B.Sc. Physics	32		12
B.Sc. Chemistry	32		25
B.Sc. Plant Science	28		20
B.Sc. Zoology	24		23
B.Sc. Computer Science	40		39
B.Sc. Psychology	30		21
B.A. Sociology	30		27
B.A. History	30		24
B.A. Economics	80		70
B.A. Philosophy	30		16
B.Com. Commerce	80		79
B.B.A. Tourism	30	30	

**2.2 Catering to Student Diversity**

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2014 - 2015	1656	NA	88	NA	NA

**2.3 Teaching - Learning Process**

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

Number of teachers on roll	Number of teachers using ICT ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
88	Nil	Desktop Computers	Nil	Nil	Nil

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)		
<b>NO</b>		
Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
<b>1656</b>	<b>88</b>	<b>1:18</b>

<b>2.4 Teacher Profile and Quality</b>				
<b>2.4.1 Number of full time teachers appointed during the year</b>				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
138	88	50	Nil	31

<b>2.4.2 Honours and recognitions received by teachers</b> <i>(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )</i>			
Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Nil

<b>2.5 Evaluation Process and Reforms</b>				
<b>2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year</b>				
Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
UG	B.A. / B.Sc./B.Com./ B.B.A.	Odd Semester / December 2014	December 2014	January 2015
		Even Semester / April 2015	May 2015	July 2015

<b>2.5.2 Reforms initiated on Continuous Internal Evaluation (CIE) system at the institutional level (250 words)</b>
Continuous Evaluation is in practice by conducting unit level tests, conducting model exams, model practicals, tutorial system, and through remedial classes to assess the students performance and progress in their academic pursuit. Students' profile and their performance report in a structured format was being kept all departments and parents were required to sign these reports.

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

As per the guidelines of the Pondicherry University for preparing the Academic planner, an annual planner has been prepared with consultation of the departments. In this regard, a separate committee is formed to collect all information pertaining to the institution including the teaching and non-teaching staff details, the course details and its syllabus and the general rules to be observed along the tentative schedule of university examination and other events. It is circulated to all the teachers, staff and the students.

**2.6 Student Performance and Learning Outcomes**

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

This institution follows the practice of providing academic calendar to each student which highlights various rules and regulations, facilities along with details of courses, learning objectives and outcomes as specified the boards of studies.

**2.6.2 Pass percentage of students**

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
B.A.	Tamil	18	09	50
B.A.	English	35	8	26
B.A.	French	9	5	55
B.Sc.	Mathematics	20	7	35
B.Sc.	Physics	9	6	66
B.Sc.	Chemistry	21	3	14
B.Sc.	Plant Science	14	2	14
B.Sc.	Zoology	12	8	66
B.Sc.	Computer Science	32	11	34
B.Sc.	Psychology	18	16	88
B.A.	Sociology	20	6	30
B.A.	History	19	8	42
B.A.	Economics	61	39	63
B.A.	Philosophy	9	2	22
B.Com.	Commerce	74	25	33
B.B.A.	Tourism	21	13	61

**2.7 Student Satisfaction Survey**

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as web link) **NO**

**CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 Resource Mobilization for Research**

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects ( <i>other than compulsory by the College</i> )	-	-	-	-
International Projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

**3.2 Innovation Ecosystem**

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Nil	Nil	Nil

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

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

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

Incubation Centre	Name	Sponsored by
Nil	Nil	Nil
Name of the Start-up	Nature of Start-up	Date of commencement
Nil	Nil	Nil

**3.3 Research Publications and Awards**

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
Nil	Nil	Nil

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

Name of the Department	No. of Ph. Ds Awarded
NA	NA

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

	Department	No. of Publication	Average Impact Factor, if any
National	Nil	Nil	Nil
International	Nil	Nil	Nil

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
Nil	Nil

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

No. of Faculty	International level	National level	State level	Local level
Nil	Nil	Nil	Nil	Nil

**3.4 Extension Activities**

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Orientation Program for NSS Volunteers	State NSS	1	100
Coaching Class	Indian Institute of Public Administration	2	120
Awareness programme	Puducherry Elections Dept	2	75

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

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
Nil	Nil	Nil	Nil

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
Campus Cleaning	NSS	Campus Cleaning	1	56
Prevention on Suicides	Aids Control Society	Aids Awareness	1	50
Aids Awareness	Aids Control Society	How to prevent Aids	2	45
Social Forest	NSS	Tree Plantation	1	35
Gender equity	TGASC	Sensitization programme on Gender equity	1	100

<b>3.5 Collaborations</b>			
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year			
Nature of Activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	Nil

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
Curriculum Based	On Job Training	Various Travel Agencies, Tour Operators, Hotels	45 Days	All Students

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year			
Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil

<b>CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES</b>		
<b>4.1 Physical Facilities</b>		
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year		
Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development	
Rs.13,46,783/-	Rs.13,46,783/-	
4.1.2 Details of augmentation in infrastructure facilities during the year		
Facilities	Existing	Newly added
Campus area	8 Hectares	Nil
Class rooms	60	Nil
Laboratories	11	Nil
Seminar Halls	Nil	1
Classrooms with LCD facilities	Nil	Nil
Classrooms with Wi-Fi/ LAN	Nil	Nil
Seminar halls with ICT facilities	1	Nil
Video Centre	Nil	Nil
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	Nil	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	Nil
Others	Nil	Nil

<b>4.2 Library as a Learning Resource</b>			
4.2.1 Library is automated {Integrated Library Management System -ILMS}			
Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
In House Software	Partial	-	2014-2015

4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	83970	14872928	550	127072	84520	15000000
Reference Books	6459	3230000	41	20000	6500	3250000
e-Books	---	---	---	---	--	---
Journals	44	50000	---	---	44	50000
e-Journals	N-List	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Library automation	Yes	-	-	-	-	-
Weeding (Hard & Soft)	10000	--	---	---	10000	-
Others (specify)	-	-	-	-	-	-

<b>4.3 IT Infrastructure</b>									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	50	1	Nil	Nil	Nil	2	2	Nil	Nil
Added	-	-	2	-	-	-	-	-	-
Total	50	1	2	Nil	Nil	2	2	Nil	Nil

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)	
<b>20 MBPS /GBPS</b>	
4.3.3 Facility for e-content	
Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Not Applicable	Not Applicable

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
Not Applicable	Not Applicable	Not Applicable	Not Applicable

**4.4 Maintenance of Campus Infrastructure**

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Rs.13,46,783/-	Rs.13,46,783/-	Nil	NIL

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

Being a Government college, funding for the establishment of physical, academic and support facilities is fully provided by the government. Well laid out procedures are available for the procurement and maintenance of these facilities. The college is given the freedom to devise its own procedure for the utilization of laboratory, library, sports complex, computers, classrooms etc. with the objective of achieving the optimum utilization of these facilities. The college administration has developed procedures to follow. For instance, each student is having a provision to borrow two library books at a time. They can keep these books for a period of 30 days. If students require, they can renew the books for a further period of 90 days. On several occasions, classrooms are shared by the different departments for conducting their classes. Authorities from the government do not interfere in these internal decisions of the college. Annual maintenance contracts are used for proper maintenance of laboratory equipments and other electronic and electrical devices such as computers etc. Buildings have been maintained by the Public Works Department of the Government. The last hour has been allotted as 'Zero Hour' of the day which is allotted exclusively for sports, cultural, green campus initiatives, herbal and kitchen garden, rain water harvesting and literary activities. The institution also focus on life skills, soft skills, e-literacy, gender sensitization which aim at the overall personality development of the student community. Several extension activities have been initiated through literary, cultural clubs like film appreciation, eco/ nature club, counselling centre for students as well as for the public.

**CRITERION V - STUDENT SUPPORT AND PROGRESSION**

**5.1 Student Support**

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	SC/ST OBC Scholarships	100	300000
Financial support from other sources			
a) National	-	-	-
b) International	-	-	-

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial Coaching	1-8-15	15	Department of Maths
Personal Counselling	2-9-15	10	Department of Maths

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

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

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

Total grievances received	No. of grievances redressed	Average number of days for grievance Reddressal
Nil	Nil	Nil

**5.2 Student Progression**

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Integra, Pondicherry	50	10	---	---	---
Datamatics	75	12	---	---	---
ICICI Bank	20	4	---	---	---

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2014-2015	46	BA, B.SC, B.Com, BBA	Tamil, English, French, Maths, Physics, Chemistry, Plant Science, Comp. Science, Zoology, Psychology, History, Economics, Commerce, Tourism, Sociology & Philosophy	Pondicherry University / KMCPGS / Annamalai University	MA, MSC, MSW, MBA

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

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	Nil	Nil
SET	Nil	Nil
SLET	Nil	Nil
GATE	Nil	Nil
GMAT	Nil	Nil
CAT	Nil	Nil
GRE	Nil	Nil

TOFEL	Nil	Nil
Civil Services	Nil	Nil
State Government Services	Nil	Nil
Any Other ( <b>POLICE</b> )	4	NA

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year		
Activity	Level	Participants
Nil	Nil	Nil

<b>5.3 Student Participation and Activities</b>						
5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)						
Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

As per the advice of the competent authorities, the formation of the student council has been deferred for some time. Accordingly, the college has set in motion the class representative system involving all disciplines in academic, administrative and decision-making activities. Successful meetings at regular intervals have been conducted for the further development and smooth functioning of the institution. The inputs from the students are taken into account to encourage the leadership qualities among the peer group. The class representatives are one of the stakeholders for the overall development of the institution in both aspects of academics and administration. The class representative is appointed based on his/her performance in the academics. Every class nominates a representative among its students to present their requirement and opinions to the administration. The class representative plays a major role in imparting campus discipline, coordination with other departments at inter and intra department level.

**5.3 Alumni Engagement**

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

Yes. There is a registered Alumni association in the college. It functions under the name Tagore Arts College Alumni Association.

Tagore Govt. Arts and Science College, Puducherry has a track record of more than 60 years in imparting higher education in the UT of Puducherry. The alumni of this institution are well placed in various organizations in different capacities and capabilities. Our present Honourable Chief Minister Thiru. V.Narayanasamy and Our former Honourable Chief Minister Thiru. N. Rangasamy, some of the top bureaucrats, Administrators, notable scientists, Entrepreneurs, Professors are of the proud alumnus of this prestigious college. This Institution has a registered Alumni Association (Tagore Arts College Alumni Association) with an office functioning with selected office bearers within the Alumni and separate account is maintained. Funding comes from local and international alumni of this Institution who have been taking a proactive role in extending the benefits to the college administration and supporting the poor student community through financial aids.

5.3.2 No. of ~~registered~~ enrolled Alumni: **63**

5.3.3 Alumni contribution during the year (in Rupees) : **Nil**

The ALUMNI help the college in all possible means by providing assistance to the students. The association provides need based scholarship on the recommendations of faculty Members and the College. An RO system is planted by the alumnus for the provision of clean drinking water to the students in the main building. They also supplied electrical fans to the class rooms.

5.3.4 Meetings/activities organized by Alumni Association : **2**

- Financial aid to the poor students
- Provision of water tank

**CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 Institutional Vision and Leadership**

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

**1. Class Representative**

The class representatives are one of the stakeholders for the overall development of the institution in both aspects of academics and administration. The class representative is appointed based on his/her performance in the academics. Every class nominates a representative among its students to present their requirement and opinions to the administration. The class representative plays a major role in ensuring campus discipline, coordination with other departments at inter and intra department level.

**2. Resource sharing**

Facilities such as class room, ICT equipments, and audio visual systems are commonly shared among all the departments to ensure optimum utilization of the internal resources. The equipments, facilities and supporting infrastructure are available with all the departments to encourage effective teaching- learning process without any hindrance. This arrangement of decentralization has improved the quality of teaching and learning by proper utilization of the resources.

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

Yes/No/Partial: **PARTIAL**

**6.2 Strategy Development and Deployment**

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

**Curriculum development**

All subjects offered in this college have an effective board of studies With the respective Head of Departments as one of the constituent member of the board. Since the college is coming under the affiliation of Pondicherry University, the Board of Studies is constituted and conducted by the varsity once in three years. The members of the board will discuss the curriculum and frame the syllabus.

**Teaching and Learning**

The subject of a course is designed with learning objectives and outcomes. It is often delivered through classroom teaching, seminars and field studies. The outcomes are also derived through individual assignments, periodical test, evaluation and remedial measures.

**Examination and Evaluation**

The institution is adopting semester pattern (odd and even semesters in a year). The external evaluation is done by the university. Some of the science departments are having practical and internal assessment. The students are also assessed on the basis of the internal tests and assignments. Their behaviour and discipline is also one of the component of internal assessment.

**Research and development**

This college is under graduate institution and hence there is no possibility of carrying out research at department level. However our faculty members are doing Minor, Major projects with financial assistance from the organisations like UGC, ICSSR etc. Some of the faculty members are guiding M.Phil. and Ph.D. scholars externally.

**Library, ICT and physical infrastructure/ instrumentation**

The college library is having more than 75000 volumes of books. Every year there is accumulation of the books based on the requirements received from the head of the departments. Students are also encouraged to suggest books to be procured for the college library. The ICT and physical infrastructure require considerable financial provisions. Since the financial resources allotted to the institution is limited, presently we do not have ICT facilities in all the departments except at the department of computer science and library. In the coming years it is planned to procure many computers and to set up an internet centre for the faculty and students.

**Human Resource Management**

Our college teachers sent to Orientation, Refresher, short term courses regularly to equip and refresh them with new innovative teaching ideas. The faculty members are encouraged to participate and present research papers in conferences, seminars. The institution also encourages them to participate in extension activities like village adoptions, technical workshops and as resource persons, subject experts in various capacities as part of human resource development.

**Industry interaction/ collaboration**

Some of courses are constructed in such a way too have industrial visits and field based studies

to give them hands on experience about what they study. This gives an exposure to students and teachers to the latest trends in the respective industries or fields. The industry interaction is created and collaborated to provide job opportunities and placements for the students.

#### **Admission of the Students**

The centralized admission namely CAPASC (Centralized Admission Procedure for Arts & Science Colleges) was facilitates the student admission based on the intake level fixed by the government. The student's admission will encapsulates all the sects of the society by ensuring regional and social reservation.

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

#### **Planning and development**

The institution's planning and development is well connected with Directorate of Higher and Technical Education, Government of Puducherry. All the administrative matter relating to development of the college, academic activities are carried out by the government. At institution level career planning is guided through technology interfaces for prompt delivery of information about government services.

#### **Administration**

The institution has democratic approach and working with the participation of all its staff members. For all policy matters and decision making the Principal and the College Governing Council which comprises the Heads of Departments. The overall administration is governed by the office of the Principal, Junior Accounts Officer and others.

#### **Finance and Accounts**

The Junior Accounts Officer of this college is in-charge of the financial transactions and the maintenance of accounts. The office of the Junior Accounts Officer is equipped with computers and printers for smooth functioning.

#### **Student Admission and Support**

The student admission is done through CAPASC which is a centralized process which is hosted by the government website.

#### **Examination**

Examinations related activities are exclusively done by the student section which is partially automated (enrolment, results, scholarships, mark lists, convocation certificates, gold medallist, outstanding students) and records have been maintained.

**6.3 Faculty Empowerment Strategies**

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

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	Nil	Nil	Nil

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
Nil	Nil	Nil	Nil	Nil	Nil

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

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Refresher Course	5	21 Days
Orientation Programme	4	28 Days

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
Nil			

6.3.5 Welfare schemes for

Teaching	Nil
Non teaching	Nil
Students	Post Metric Scholarship

**6.4 Financial Management and Resource Mobilization**

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

This institution has a track record of more than 50 years involving in internal and external financial audit system. The internal auditing is done by Principal, JAO and support staff. The external audit is done by auditor and utilization certificates are sent to the concerned organization. The internal auditing also prepares the budget outlay for planning and non planning expenses and produces to the Government of Puducherry.

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
Nil	Nil	Nil
6.4.2 Total corpus fund generated Nil		

**6.5 Internal Quality Assurance System**

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

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

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

- Continuous Feedback on the functioning of the college
- Moral support in all the issues.
- Extend support to organise field based extension activities

6.5.3 Development programmes for support staff (at least three)

- Orientation training
- Yoga practice
- Health camps

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

- Providing ICT facilities to all the departments
- Providing Wifi internet facilities to all the departments
- Providing RO water plants to all the departments

**6.5.5**

- a. Submission of Data for AISHE portal : Yes
- b. Participation in NIRF : Yes
- c. ISO Certification : No
- d. NBA or any other quality audit : No

**6.5.6 Number of Quality Initiatives undertaken during the year**

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from----- to-----)	Number of participants
Nil	Nil	Nil	Nil	Nil
Nil	Nil	Nil	Nil	Nil

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

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

Title of the programme	Period (from-to)	Participants	
		Female	Male
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

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

**Nil**

7.1.3 Differently abled (Divyangjan) friendliness

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

7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
Nil	Nil	Nil	Nil	Nil	Nil	Nil

7.1.5 Human Values and Professional Ethics		
Code of conduct (handbooks) for various stakeholders		
Title	Date of Publication	Follow up (maximum 100 words each)
Nil	Nil	Nil

7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-----to-----)	Number of participants
Nil	Nil	Nil

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)
<ul style="list-style-type: none"> <li>• Planting of saplings</li> <li>• Keep the campus clean</li> <li>• Reducing the paper communication as far as possible</li> <li>• Bio – Waste Management</li> <li>• Rain water harvest</li> </ul>

7.2 Best Practices
<p>Describe at least two institutional best practices. Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link</p> <ul style="list-style-type: none"> <li>• Coaching classes for the competitive examinations</li> <li>• Tutorial system</li> </ul>

**7.3 Institutional Distinctiveness**

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

The institution of higher education consistent with the motto "Virtus, Pietas, Fides" (Virtues, Devotion and Confidence). The institution is striving to facet Human Personality - of Character with Virtues, of Knowledge with Devotion and of Skill with Confidence - for God's Glory. Nation's Pride and Man's betterment.

This Institution has provided more emphasis, priority in implementing the extension activities among staff and students especially NCC and NSS. The more distinctive contribution was done by providing 50 SD cadets out of 200 cadets from Tagore Government Arts and Science College.

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

The plan of action is to start integrated PG programs grand in aid from UGC and Govt. of Puducherry to full fill the dream of students. The administration has identified certain discipline which is fast emerging and career oriented with lot of scope in academics and industry.

To improve the quality of education, this institution aims to achieve the staff -student ratio as per the UGC guidelines. So, the faculty vacant positions in various departments of the college are to be identified and will insist the Govt. of Puducherry to fill up the posts through UPSC.

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
Signature of the Coordinator, IQAC\_\_\_\_\_  
Signature of the Chairperson, IQAC