

Government of Puducherry
TAGORE GOVT. ARTS AND SCIENCE COLLEGE, PUDUCHERRY
INTERNAL QUALITY ASSURANCE CELL
Annual Quality Assurance Report (AQAR)
(For the Academic Year 2016 - 2017)

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. S. JAYACHANDRAN**
- Designation: **PRINCIPAL**
- Does the institution function from own campus: **YES**
- Phone no./Alternate phone no.: **0413-2253263**
- Mobile no.: **Nil**
- 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 : **Mr. N. Barthasarthi**
- Phone No. : **0413-2253263**
Alternate phone No : **0413-2257566**
- Mobile : **9994654094**
- IQAC e-mail address : **iqactgasc@gmail.com**
- Alternate Email address : **hoitacc@gmail.com**

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

Web-link of the AQAR: (Previous Academic Year): www.tac.py.gov.in/NAAC
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.

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

if yes, whether it is uploaded in the Institutional website: **YES**

Weblink: 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.

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B+	77.25	2004	from:16-02-2004 to: 15-02-2009
2 nd	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 th September, 2016 & 1 year	All stakeholders
Training of Soft Skills & Technical Skills to students for employability	December 2016 and January 2017 (23 Days)	166
Tutorial system/coaching for weaker students	After class hours of every day	Those students failed in subjects
Infrastructure Development and Equity Initiatives under RUSA	1 Year	All stakeholders
Implementation of various initiatives of MHRD, UGC, RUSA, etc.	1 Year	All stakeholders

Induction programme to newly admitted students	During August, 2016	All 1 st Year Students
Financial support for the students to participate in Sports, Games, and Cultural events	1 Year	Needy Sports Students

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.
Department of Higher Education, MHRD, New Delhi & Puducherry State Higher Education Council, Dept. of Higher & Technical Education, Puducherry	Rashtriya Uchchatar Shiksha Abhiyan (RUSA)	MHRD	2016-17	10,47,950

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: 5

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website..... **NO**

(Please upload, minutes of meetings and action taken report)

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

If yes, mention the amount: NA Year: NA

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

- Action plan for Equity Initiatives under RUSA was prepared and got approval from the Puducherry State Higher Education Council for implementation in the college.
- Conducted Gender/Social Groups sensitization and campaign programmes.
- Provided additional steel furniture to students.
- Renovated the Chemistry Laboratory.
- Constructed Ramp-Facilities for disabled people.
- Safe drinking water through RO.

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
Preparation of students' database	Category and Gender wise Students' database has been prepared to give necessary information to various academic bodies
Utilization of funds under Equity Initiatives of RUSA for accessing the equal opportunity and improving the infrastructural facilities in the college	<p>Funds have been received and utilized under Equity Initiatives of RUSA(2016-17) for</p> <ul style="list-style-type: none"> ➤ Gender/Social Groups sensitization, awareness campaign ➤ Provided software for Language Laboratory ➤ Enhancing soft skills, short term skill building, business communication, personality development, finishing school programmes to final year students ➤ Remedial Coaching Classes for academically weaker students. ➤ Construction of ramp-facilities under disabled-friendly campus scheme ➤ Repair and renovation of Chemistry Laboratory ➤ Additional Furniture for students.
Engagement of Faculty under GL for the current vacant teaching positions	Engaged Guest Faculties against vacant positions through Govt. / RUSA funding
Conduct of Soft and Technical Skill Development programmes to students	Conducted Soft and Technical Skill Development programmes through Puducherry e-Governance Society and ICTACT, Govt. of Puducherry
Conduct of Seminars / Workshops	<p>Conducted Seminars / Workshops for students:</p> <ol style="list-style-type: none"> 1) Workshop on Shaping the Future 2) Workshop on Corporate Grooming and Mentoring

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: **2016-17**

Date of Submission: **February, 2018**

17. Does the Institution have Management Information System? : **PARTIAL**

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

(Maximum 500 words)

This institution has been using Management Information System in its day-to-day routine activities. The compliance of students' information has been done by the students' section in the beginning of each academic session. The compliance process includes the preparation of students' data base, allotment of roll numbers to students, registration of students in the University, etc. The departments of the college are connected through computers with internet, which gives scope to do departmental activities in a speedy way. The office works are also carried out with help of computers and internet. This has provided the platform to do office correspondence in an effective manner. The preparation of pay roll for the staff of the college has been done through the pay soft provided by the Directorate of Treasury and Accounts, Govt. of Puducherry. The correspondence relating to the various departments of the government with the college takes place through e-mail correspondence. The examination process has been automated with the help of specific link provided by the Pondicherry University. The link provides the facilities like enrollment of students for the examination, allotting examination register number for students, generating hall tickets, marking absentees, entering the internal marks, etc.

Part-B

CRITERION I – CURRICULAR ASPECTS
1.1 Curriculum Planning and Implementation
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words
<p>The college is affiliated to Pondicherry university which provides a curriculum for all the courses. The university has a Board of Studies headed by the heads of the respective departments with eminent professors from other universities as members. The heads of departments of the affiliated college is also a member of the board. The board deliberates on the curriculum development and finalizes the curriculum to be followed by all the affiliated colleges. The heads convene a department meeting to discuss about curriculum update and development before attending the Board of Studies meeting at the university. All the staff members take part actively in this meeting to discuss about the latest developments and the required changes to be made in the syllabus.</p>

The individual faculty members planned their course delivery semester wise. The semester plan is then broken down into month wise, week wise and session wise lessons. This is done as per the academic calendar. Generally, lecture method with the use of blackboard is followed. Interactive discussions are also held whenever necessary. Practical Problems are solved in the class with the involvement of students so as to make them well versed in that particulate topic.

Assignments are also given to assess the understanding of the students. Tutorial meetings are regularly conducted to evaluate the impact and effectiveness of teaching. The assessment test and seminars are conducted as part of continuous internal assessment. This helps to measure the effectiveness of curriculum delivery.

The Continuous Internal Assessment and Tutorial meetings help the teachers to identify the lacunae in curriculum delivery. It also helps in improving and making the delivery more effective and impactful.

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
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)	UG	-	-	-	-
Already adopted (mention the year)				-	-

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year		
	Certificate	Diploma Courses
No. of Students	50	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 / Study tour	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	No

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

The tutors of each class get feedback from their wards. The academic committee members also get feedback in general from the students. The various committees that interact with the students also gather feedback from the students, parents and alumna. The feedbacks are received from various sources are segregated and classified. The classification is done on the basis of academic-Curriculum (delivery, examination and evaluation) and infrastructure like class rooms laboratory and library.

Shortcomings pointed out are immediately taken up for remedial action. Feedback in respect of curriculum content and delivery is taken up immediately by the respective staff for corrective action. Whenever necessary the university board of studies chairman is intimated about the required change in curricula. Any feedback about the infrastructure is notified or sent to the government for consent and approval to carry out repairs. The tutors interact with the parents

regularly to know about the behaviour of the students and give their feedback to parents. The complaints from the parents are also considered and redressed.

The parents mostly complain or insist on their poor, social and financial background. Most of the students are from rural areas and first-generation learners. They suffer mostly from economic and familial deprivation. It has been observed that most of the students have single parent. This impacts their learning activities. Their outlook towards learning and education is also affected due to this.

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	40	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	40
B.A. English	80		80
B.A. French	20		20
B.Sc. Mathematics	40		40
B.Sc. Physics	32		32
B.Sc. Chemistry	32		32
B.Sc. Plant Science	28		27
B.Sc. Zoology	24		23
B.Sc. Computer Science	45		45
B.Sc. Psychology	30		30
B.A. Sociology	30		30
B.A. History	30		29
B.A. Economics	80		78
B.A. Philosophy	30		30
B.Com. Commerce	100		100
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
2016-2017	1399	NA	103	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
103	43	PC, Laptops, LCD Projectors, Printers, Internet, Podiums	3	Nil	Online Research Journals, Books

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

There is a tutorial system in the college. Each class is under the control of the tutor. The tutor is responsible for the overall guidance and management of the students. He interacts with every student of his class and motivates them towards better learning. Tutorial meetings are regularly held. Students provide valuable feedback in these meetings. Important feedback about curriculum delivery is provided by the students in these classes. They also talk about their personal problems pertaining to both academic and non-academic matters.

The problems identified in the tutorial meetings with respect to academic matters are sorted out by the faculty during the periodic department meetings. The tutors also take up development complaints on available infrastructure, with the office and get them corrected. Student's Grievances are also addressed by the tutors in consultation with various committees like disciplinary committee, Women Cell and The Psychological Counselling Centre. Students with personal and familial problems are identified at tutorial meetings and referred to the counselling centre for further redressal.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1399	103	1:13

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
138	103	35	1	54

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2016-2017	R. Shankaran @ Murugadurai	Assistant Professor	Best NCC Officer
	Dr. Rita Nath Keshari	Associate Professor	Rock Pebble National Literary Award
	Dr. P. Azhantha Parimala	Assistant Professor	Best Paper Award in International Conference

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
UG	B.A. / B.Sc./B.Com./ B.B.A.	Odd Semester / December 2016	December 2016	January 2017
		Even Semester / April 2017	May 2017	July 2017

2.5.2 Reforms initiated on Continuous Internal Evaluation (CIE) system at the institutional level (250 words)

The extant tutorial system in the college also implements the continuous internal evaluation. The tutors develop good rapport with the students and instil confidence and self-belief in the students. The tutors through their constant interaction, improves the performance level of the students. They also guide the students in their academic and social activities.

The Tutors pass on the information collected in tutorial meetings about the students to other faculty in the department. They discuss about the student's feedback in their periodic meetings. These meetings help in disseminating valuable information about the student's attitude, perception and motivation levels. It also helps to identify and categorize students as advanced learners and slow learners. The department takes necessary steps based on these meetings to address the shortcomings identified. These include remedial classes, coaching classes and additional skill assignments. Whenever necessary, the parents or guardians are called to discuss the performance, progress and problems of their children.

The tutors, based on their experience have suggested the introduction of “Mentor System” for better implementation of the continuous internal evaluation of students from the day of his admission till their completion of the course.

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

The college is affiliated to Pondicherry university and generally follows the academic calendar of the university for conducting examinations. The college prepares an academic calendar to supplement the university calendar. The college calendar comprises details about the various courses offered, admission procedure, courses curriculum, conduct rules for students, fees structure, exam schedule etc. The calendar also mentions the number of working days and list of holidays.

Even though the affiliating university decides the schedule of examination the college is the executing authority to conduct the examinations. The college issues exam applications, hall tickets to the students and appoints the chief superintendent and other members for the smooth conduct of examinations. The chief superintendent is the overall in charge of exam related works like collecting the exam materials like question papers, answer scripts etc.

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)

www.tac.pv.gov.in..... The weblink is under maintenance for technical issues. The links will be resumed at the earliest and intimated shortly.

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	20	13	65
B.A.	English	56	46	82
B.A.	French	20	16	80
B.Sc.	Mathematics	22	6	27
B.Sc.	Physics	23	08	34
B.Sc.	Chemistry	25	11	44
B.Sc.	Plant Science	23	13	57
B.Sc.	Zoology	19	8	42
B.Sc.	Computer Science	32	11	35

B.Sc.	Psychology	18	15	85
B.A.	Sociology	23	2	8
B.A.	History	20	03	15
B.A.	Economics	62	35	57
B.A.	Philosophy	21	04	19
B.Com.	Commerce	77	35	46
B.B.A.	Tourism	25	23	92

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

www.tac.py.gov.in..... The weblink is under maintenance for technical issues. The link will be resumed at the earliest and intimated shortly.

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	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored Projects	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students Research Projects (<i>other than compulsory by the College</i>)	Nil	Nil	Nil	Nil
International Projects	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

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)
RT and Clean India Mission	Tourism	15 th & 16 th Sep. 2016
Tourism conservation of Heritage Monuments	Tourism	7 th & 8 th March 2017
Seminar on women self-defence and conflict management	Philosophy	17-03-2017
Yoga Training	Philosophy	10 th to 21 st June 2017
Seminar on Vehicular Adhoc Network and Women Safety	Computer Science	24-03-2017
Academics Workshop on Latest Trends	Physics	10 th & 11 th Jan. 2017
Entrepreneurial opportunities for graduating women	Commerce / Co-op Management	28-03-2017

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	English	4	-
	Psychology	4	-
	Tourism	1	-
	Chemistry	5	-
	Commerce	6	-
	Cooperative Management	3	-
	Economics	3	-
International	Zoology	1	-
	Sociology	2	-
	Chemistry	1	-
	Economics	1	-
	Psychology	1	-
	Cooperative Management	1	5.131

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
Philosophy	2
English	6
Tourism	3
French	1S
Psychology	2

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
Attended Seminars/ Workshops	4	27	1	-
Presented papers	5	37	-	-
Resource Persons	2	8	7	-

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
World Youth Day	NSS	2	100
Orientation Programme	NSS	2	200
Literary competitions / Independence Day events	NSS /TGASC	2	75
Awareness programme on Disaster management	Dept. of Fire Services, Govt. of Puducherry	2	100
Awareness programme on civil services exam	NSS & Institute of Public Administration, Puducherry	2	100
Village camp	NSS / TGASC	2	120

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
Swachh Bharat	BBA	Campus Cleaning	Nil	40
Aids Awareness	Red Ribbon Club	Seminar	2	40
Aids Awareness	Red Ribbon Club	Rally	2	40

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	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

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES		
4.1 Physical Facilities		
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year		
Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development	
Rs. 23,00,000/-	Rs.22,96,61/-	
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	1	Nil
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	Rs.22,96,617/-
Others	Nil	Nil

4.2 Library as a Learning Resource						
4.2.1 Library is automated {Integrated Library Management System -ILMS}						
Name of the ILMS software	Nature of automation (fully or partially)		Version		Year of automation	
In House Software	Partial		-		2014-2015	
4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	85420	15170722	550	138339	85970	15309061
Reference Books	6522	4250000	36	15000	6558	4265000
e-Books	-	-	-	-	-	-
Journals	44	50000	-	-	44	50000
e-Journals	N-List	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Library automation	Yes	-	-	-	-	-
Weeding (Hard & Soft)	10000	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	100	3	3 Labs	Nil	Nil	10	16	Nil	Nil
Added									
Total	100	3	3 Labs	Nil	Nil	10	16	Nil	Nil

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS /GBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

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

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
Nil	Nil	Nil	Nil

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Rs.23,00,000/-	Rs.22,96,617/-	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)

The physical infrastructure like classrooms and buildings are take care of by a well established office with a number of multitasking staff-general, housekeeping and security, gardeners, attenders etc .In case of major repairs, the public works department, government of Pondicherry will take care of it.

The department laboratories are maintained by the laboratory attenders and the faulty members. Government procurement rules are followed in purchase of laboratories equipments. Stores and materials required for the laboratories are regularly purchased as per government procedure by the lab store keeper.

The college is having a well equipped central computer laboratory with Internet facility. The computer maintenance is through Annual Maintenance Contracts. The faculty members take care of minor maintenance works.

The College is not having a Physical Education Director. However the college is conducting intramural sports events with the help of faculty members and sports coaches of government of Pondicherry. The college is conducting the events in the college ground and also uses the Indira Gandhi multipurpose sports complex.

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	252	1008000
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	2016-2017	7	Department of Computer Science
Remedial Coaching	2016-2017	10	Department of Philosophy
Remedial Coaching	2016-2017	19	Department of Zoology
Personal Counselling	2016-2017	6	Department of Maths
Remedial Coaching	2016-2017	15	Department of Maths
Language Lab	2016-2017	65	Department of English
Yoga and Meditation	2016-2017	30	NGO / Department of Philosophy
Personal Counselling	2015-2016	15	Department of Computer Science
Personal Counselling	2015-2016	15	Department of Psychology

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
2015-16	Student Mentoring (Psychology)	20	20	3	3

5.1.4 Institutional mechanism for transparency, timely Reddresal 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 Reddresal
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
Job Fair, Dept. of IT, Govt. of Puducherry	70	27	MRF & HCL	30	5

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
2016-2017	65	BA, B.SC, B.Com, BBA	BA, B.SC, B.Com, BBA	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	12	Nil
Any Other	4	Nil

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

Activity	Level	Participants
Nil	Nil	Nil

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
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)

There is no students' union election as per the policy of the Government. However one student from each class is nominated as a representative. The students' representatives are consulted at all possible levels as a part of decision making for the growth and betterment of the college. Since the college is following semester system (Non CBCS) and it is not mandatory to have academic committee with students members. The student's representatives work closely with the Tutors and Heads of departments under the guidance of the Principal in carrying out various academic and administrative works. The feedback provided by the class representatives are considered as a valuable input in taking academic and administrative decisions.

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 TAC ALUMNI Association.

This Institution 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. To name a few Chief Ministers namely N. Rangasamy, V. Narayanasamy and Education Minister, top bureaucrats, Administrators, notable scientists, Entrepreneurs, Professors and so on are well placed in India and other parts of the world. 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 been maintained. Funding comes from local and international alumni of this Institution and has been taking a proactive role in extending the benefits to the college administration and support the poor student community through financial aids.

5.3.2 No. of registered enrolled Alumni: 150
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.
5.3.4 Meetings/activities organized by Alumni Association :
The Alumni Association meets every now and then based on the requirements.

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)

The college administration is headed by the Principal. In general administration, the Principal is supported by the office which functions under the Junior Accounts Officer. On the academic side there is a college council to help the principal .The council consist of all the heads of departments .The college is also having various committees like admission committee , anti-ragging committee, discipline committee , academic committee, women cell, sports committee, IQAC ,examination wing, Placement cell ,RUSA coordinator, university, nodal officer, etc which helps in a decentralized management.

These committees gather suggestions from the staff members in areas of curriculum delivery, students discipline, continuous internal evaluation etc. The students provide valuable feedback in tutorial meetings and Representative meetings. All these suggestions from students and staff are considered and incorporated in the administrative and academic decision making process.

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):

CURRICULAM DEVELOPMENT: The curriculum and syllabus are prepared and recommended by the Pondicherry University. Since ours is the affiliating college of the Pondicherry University, we have the follow the syllabus prescribed by the university. However, there will be one or two representatives from our college side in the Board of Studies. These representatives will carry the opinion of the teachers and the feedback from students about the implemented curriculum.

TEACHING AND LEARNING: The college mainly follows the lecture method or the chalk and talk method. There are few departments which have the projector, computer facilities use ICT based teachings for the students. Apart from regular teaching students are encouraged to participate in group discussion and present seminar on specific topics of their curriculum. Experts in the field from outside are brought and special lectures are arranged to students for betterment. Students are also taken for field oriented studies and study tours to various organisation of their field to have hands on experience and field exposure.

EXAMINATION AND EVALUATION: Examinations are part of our system. Students are mainly evaluated at two levels that is internal evaluation and external evaluation. Internal evaluation is based on the internal tests, assignments, and seminar presentation, regularity to the class and their overall discipline and behaviour. The external examination will be theoretical based on the centralised question papers supplied by the affiliating Pondicherry University. All the examinations are conducted in fair manner and assessments are done without any bias.

RESEARCH AND DEVELOPMENT: This college is an undergraduate college, where there is no provision for post graduation or research programme. The teachers of our college are on par with the national level competency and are good at research level. They often do research and publish their papers in reputed journal, present their papers on national and international conferences. They also receive grants from national agencies to do research works.

LIBRARY, ICT AND PHYSICAL INFRASTRUCTURES/INSTUMRNTATION: The library of Tagore Govt. Arts and Science College is one of the biggest libraries among the libraries of the colleges. It is having a vast collection of more than 90000 books. The library also having digital facilities NLIST and NDL and INFLIBNET. The library is having preparatory books for all major competitive examinations. Departments are equipped with LCD projectors and one smart class room for conducting class using ICT methods. Two major toilet blocks for students are being constructed by MPLAD funding. RUSA is acquiring additional furniture for students.

HUMAN RESOURCE MANAGEMENT: The human Resources both teaching and non teaching is optimally utilized. The teachers are members of various committees and sub committees and contribute in the management of the college and maintaining discipline.

INDUSTRY INTERACTION / COLLABARATION: Many departments are having industry interaction through industrial visits. Students also do internship as part of their study.

ADMISSION OF STUDENTS: Admission to the college is done through a central admission system of the government of Puducherry-Centralised Admission for Pondicherry Arts and Science Colleges. The students are allotted colleges based on their eligibility, ranking and reservation criteria through counseling.

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

Planning and development- e-governance is implemented .

Administration- e-governance is implemented.

Finance and accounts-- e-governance is implemented.

Students admission and support - e-governance in place

Examination- e-governance is implemented.

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	2	21 Days
Orientation Programme	1	28 Days
Short Term Course	2	7 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)

Being a government college the finances are properly audited as per Government procedure. The directorate of accounts and treasuries has implemented fiscal management and responsibility and all budgetary allocations are controlled by e-governance. This act as the real time internal audit. The CAG conducts annual external audit.

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

<p>6.5.2 Activities and support from the Parent – Teacher Association (at least three)</p> <ul style="list-style-type: none"> • Annual meet • Sponsoring prizes for college events • Feedback for quality improvement
<p>6.5.3 Development programmes for support staff (at least three)</p> <ul style="list-style-type: none"> • Automation facilities • Orientation programmes • Training programmes
<p>6.5.4 Post Accreditation initiative(s) (mention at least three)</p> <ul style="list-style-type: none"> • Green campus initiatives • Literary clubs • Organising seminars, conferences, workshops, etc.
<p>6.5.5</p> <p>a. Submission of Data for AISHE portal : Yes</p> <p>b. Participation in NIRF : Yes</p> <p>c. ISO Certification : No</p> <p>d. NBA or any other quality audit : No</p>

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
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES			
7.1 - Institutional Values and Social Responsibilities			
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)			
Title of the programme	Period (from-to)	Participants	
		Female	Male
Nil	Nil	Nil	Nil

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources		
Nil		
7.1.3 Differently abled (Divyangjan) friendliness		
Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	-
Provision for lift	No	-
Ramp/ Rails	Yes	-
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"> • Plantation of Trees • Bio waste Management • Plastic free campus 		

7.2 Best Practices

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

- Introduction of tutorial system.
- Remedial coaching for weak students

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

- With the objectives of providing academic guidance and arranging for remedial measures for students a mentorship programme was launched from 2017-18 onwards. This novel idea was initiated and adopted by all the Departments with faculty as mentors in place.
- Being in a new environment away from house with academic pressures can be stressful for some students. In order to overcome this kind of pressures and stress the entire students are divided into several groups under the faculties as mentors.
- Each student is advised to meet their mentors on regular basis to discuss their academic performance, any fears or personnel problems and seek feedback on the same.
- The lists of students under different mentors are displayed in notice board and also informed to students. The periodical register is maintained in the Department.
- After this system was introduced many rural and weak students are freely approaching the respective mentors and expressing their personal problems and they are slowly coming out from inhibition.

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

- Developing ICT infrastructure for administration and academic activities.
- WIFI computer access to the students and teachers to be made available.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC