

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

Annual Quality Assurance Report (AQAR)
(For the Academic Year 2017 - 2018)

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. SASI KANTA DASH**
- 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 : **Dr. R. Sekar**

- Phone No. : **0413-2253263**
- Alternate phone No : **0413-2257566**
- Mobile : **9488829383**
- 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..... 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): www.tac.py.gov.in/NAAC

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/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 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 Academic Administrative Audit (AAA)	2017& 1 day	All stakeholders
Participation in NIRF	2017& 1 year	All stakeholders
Participation in AISHE	30 th September, 2017 & 1 year	All stakeholders
Training of Soft Skills & Technical Skills to students for employability	During Feb, 2018, During April, 2018	262 students
Mentoring System	1 Year	All Students
Implementation of CBCS pattern of Curriculum	1 Year	All 1 st Year Students

Adoption of Continuous Internal Assessment (CIA) System	1 Year	All 1 st Year Students
Infrastructure Development 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	1 Year	All stakeholders
Financial support for the students to participate in Sports, Games, and Cultural events	1 Year	All 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.
MHRD, New Delhi & Puducherry State Higher Education Council, Dept. of Higher and Technical Education, Puducherry	Rashtriya Uchchatar Shiksha Abhiyan (RUSA)	MHRD	2017-18	36,11,192

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)

- Plantation of Trees and Plants within the campus
- Safe drinking water through RO
- Completion of the Task of PBAS based Career Advancement System for the teaching staff of this institution
- Conduct of Workshop on CBCS among the colleges of UT of Puducherry
- Elimination of Ragging in the campus
- Provision of additional canteen facility

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
Request made to Pondicherry University to implement CBCS in the college	Pondicherry University implemented CBCS in the college which provides students a simple and flexible method of versatility to move from one department to other at any time and request for transfer of the credits he/she earned without losing scope on the syllabus.
Utilization of funds under RUSA for improving infrastructural facilities	Funds obtained and utilized under RUSA (2017-18) for: <ul style="list-style-type: none"> • Conducted Seminar on Goods and Services Tax (GST) in TAC • Conducted One Day Consultation / Exposure Workshop on Choice-Based Credit System (CBCS) Implementation • Upgradation/Renovation/Repair of Girls' Rest-rooms and other toilets • Electrical Repair Works at the Science Block of TAC • Installation of CCTV in TAC • Termite Control Treatment in Library • Repairing the Book Almirahs in Library • Repair and renovation of the Book Circulation Counter in Library • Purchase and Installation of 25 KVA DG set in TAC • Smart Class Room at Botany Department in TAC • Purchase of students furniture items (133 nos. of Twin Desks)
Engagement of Faculty under GL basis for the current vacant teaching positions	Engaged faculty under GL for vacant positions through Govt. / RUSA funding
Computer training for the non-teaching staff of the college were given through government support to enhance their operational skill.	Ensured better functioning of the office and staff to support the college activities and the other stakeholders.
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	Conducted Seminars / Workshops, in order to take a lot of 'learning' at one clip, are as follows: 1) Seminar on Goods and Services Tax (GST) 2) Consultation / Exposure Workshop on Choice-Based Credit System (CBCS) Implementation 3) Workshop on "Laptop Servicing" 4) Workshop on "Mobile Phone Servicing" 5) Workshop on "Employability Skill Training Programme" 6) Workshop on "Printed Circuit Board (PCB) Design"
---------------------------------	--

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? Yes

If yes, give a brief description and a list of modules currently operational. (Maximum 500 words)

Management Information Systems (MIS) is operative in the college. The MIS is implemented in the following areas of institutional activities: Our college website is updated frequently with all upgraded and latest information and activities with special importance to MIS. The website also holds the details of the students including their attendance. Pageant the achievements made by the staff and students in the college website. Apart from this the office of the Principal is computerised with modern software for easy administration. Public Finance Management System provides information across all plan schemes and fund utilization leading to better monitoring and review. Under MIS we can access RUSA Fund Tracker and All India Survey on Higher Education (AISHE) portal. It also provides information to Pondicherry University on various academic matters.

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

Tagore Govt. Arts and Science College, Puducherry is an affiliated institution of Pondicherry University. All the degree programmes offered in this college are as per the guidelines of UGC and same is duly acknowledged by respective eminent members of board of studies constituted by Pondicherry University. There are representatives from the concerned departments of college to each of the subject wise board of studies. The curriculum planning and syllabus framing is taken utmost care to enrich knowledge and enhancement of skills of the students with definite objective and outcome. The courses are designed to cater the global market and employability.

The syllabus delivery is also taken care, because it is the core concept of the student’s knowledge base. Every subject is allocated to the teachers who are specialised in that and it is delivered using lecture, tutorial and practical methods. Some courses include field-based studies to give the ground level exposure to the students. The delivery of course content is given to the discretion of each department. In addition to the individual work load of each teacher, they have to take tutorial classes for the better performance of the students. To have a system in the delivery of the lessons a centralized time table committee is instituted to work on the viability and to design a suitable timetable for the effective teaching. Apart from this, the department has to prepare its own timetable based on the availability of teachers. At no point delivery of quality teaching is compromised for the sake of anything. An interactive teaching method is practiced here in our institution.

Documentation of every work is an important. Since planning of curriculum is with the Pondicherry University, all the documents related to the board of studies are with the university except the approved copy of the syllabus. Every department documents the profile of the teachers and departmental activities like seminar, conferences, invited talks, field visits etc. The departments also maintain attendance register of the students and their complete bio data. The results of the students are analysed and documented every semester / year and monitored.

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
Nil	Guidance and Counselling	July 2013	Employability	Counselling

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. Tamil	UG	-	JULY 2017	JULY 2017	-
B.A. English					
B.A. French					
B.Sc. Mathematics					
B.Sc. Physics					
B.Sc. Chemistry					
B.Sc. Plant Science					
B.Sc. Zoology					
B.Sc. Computer Science					
B.Sc. Psychology					
B.A. Sociology					
B.A. History					
B.A. Economics					
B.A. Philosophy					
B.Com. Commerce					
B.B.A. Tourism					
Already adopted (mention the year)				JULY 2017	-

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

	Certificate	Diploma Courses
Nil	Nil	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	110

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)

An exclusive feedback form for students was developed with several parameters like their perception on classroom environment, teaching, relationship with teachers, lab facilities available in the departments, activities related to co-curricular and extra-curricular activities, canteen, sports and play ground activities. Based on their opinion the required areas are immediately attended to equip the students both academically and culturally. Based on the demands of the students RO drinking water plants are installed in all the departments. Group assignments were given to promote the importance of team work and cooperation among the students.

Another feedback form was developed for teachers to understand their level of satisfaction and opinion about the facilities available in the college to execute their work comfortably and competently. Some teachers opined that ICT based facilities may help them to enhance their teaching and make them to cite live examples from internet. Addressing this every department is supplied a computer system with internet facility. In addition to that a smart class has been set up in the science block to meet the needs of the students and teachers.

Opinions were sought from the parents through another form regarding satisfaction about the performance of their wards in the examination and teaching practices of the college. Many of the parents expressed their views about the functioning of the college. Some of them reported about the ambience of the college. To solve this campus beautification was done by planting medicinal, floral and fruit bearing trees nearly around 1500 were planted inside the campus. Some of the parents wanted their wards to be trained on employability skills. Keeping that in view training programmes on laptop and mobile phone servicing, DTP, coaching classes for entry into various govt. services were organised. In addition to this mega campus recruitment drives were also instituted through which several students got placed in different companies.

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	50	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	49
B.A. English	100		90
B.A. French	40		40
B.Sc. Mathematics	50		44
B.Sc. Physics	40		35
B.Sc. Chemistry	40		39
B.Sc. Plant Science	40		37
B.Sc. Zoology	40		38
B.Sc. Computer Science	50		48
B.Sc. Psychology	40		38
B.A. Sociology	50		50
B.A. History	40		40
B.A. Economics	100		100
B.A. Philosophy	40		40
B.Com. Commerce	120		120
B.B.A. Tourism	50		48

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
2017-2018	1784	NA	114	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
114	53	PC, Laptops, LCD Projectors, Printers, Internet, Podiums	3	1	Online Research Journals, Books

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

The student mentor system has been introduced from the academic year 2017 – 18 and it has been efficiently handled by the respective departments. Each faculty member of a department has been assigned the task of mentoring ten students in each class. Under this system each teacher should develop a rapport with the students and their parents. They should maintain a track record of the student’s performance, attendance, co-curricular and extra-curricular activities, and other talents. The mentor should continuously monitor, encourage and motivate the student to excel in studies as well as in other skills and sports. The mentor should also act as bridge between the students and their parents in bringing them up towards a better career. Parents are often called for personal meetings with the mentor and other staff of the department and informed about their ward’s behaviour and performance in the college. Suggestions are also be given if there is any setback from the student’s side.

Through this system of mentoring weak students are identified and given tutorial classes or remedial coaching classes after the regular class hours. Apart from this certain skill enhancement programmes were also held to improve their employable skills. The students were also taken to recruitment drives and career guidance to pursue higher studies as a part of mentoring system.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1784	114	1:15

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	114	24	15	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
2017	R. Shankaran	Assistant Professor	Best NCC Officer
2017	Dr. P. Madhan Mohan Gandhi	Assistant Professor	Best NCC Officer
2018	S.A. Vengada Soupraya Nayagar	Associate Professor	Mozhipeyarppu Maamani / Mariappanar Trust
2018	S.A. Vengada Soupraya Nayagar	Associate Professor	French Govt. Fellowship for translation / French Embassy

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 2017	December 2017	January 2018
		Even Semester / May 2018	May 2018	July 2018

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

Continuous assessment is a part of our assessment system and it has been followed very strictly all the departments of our college. The college has internal assessments methods for 25 marks. For this student are assessed under various components like class test, assignments, seminars, presentations, practical, projects, field study, attendance and discipline. But the number and nature of assessment may vary according to the nature and need of the department.

Continuous Internal Evaluation has been taken as parameter to inform the students about their amount of knowledge on a particular subject. It is the duty of the mentor to analyse the results of the internal evaluations and to identify the weaker areas of the students and to focus on those areas to make them as intellectuals. The departments will have review meetings of the mentors under the supervision of concerned Head of the Departments to share their views and find an easy way to solve the issues if any.

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

Tagore Govt. Arts and Science College is an affiliated college to Pondicherry University. It is only the university which decides and conducts the semester examinations uniformly to all the Arts and Science colleges which are coming under its purview. But the university informs the institute well in advance atleast a month before the commencement of the examination with time table. The college has to conduct the examinations under the supervision of our Principal as Chief Superintendent, in the presence of a university representative or observer. All the examinations related work is delegated to a team of faculty members and they take utmost care in all manners to prevent any form of unfair means in the conduct of examination.

Tagore Govt. Arts and Science College is an affiliated college to Pondicherry University. It has to follow the guidelines issued by the Pondicherry University for preparing the academic calendar. The guidelines are about the number of working days, declared holidays, tentative semester examination schedule and etc. Based on this an academic planner is prepared at college level, printed and circulated to all the faculty members and students every year. This planner is an official document which carries all the information related to college like the courses offered, syllabus of each course, rules and regulations of the college, details of teaching and non teaching staff, information related to all co-curricular and extra-curricular wings and activities along with number of working days with complete plan of activities to be carried out in that year. It includes information about the important events and days to be remembered.

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.py.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

Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
B.A.	Tamil	27	5	18
B.A.	English	67	27	40
B.A.	French	20	10	50
B.Sc.	Mathematics	38	6	16
B.Sc.	Physics	30	15	50
B.Sc.	Chemistry	32	23	72
B.Sc.	Plant Science	24	12	50

B.Sc.	Zoology	19	9	53
B.Sc.	Computer Science	33	18	55
B.Sc.	Psychology	25	18	72
B.A.	Sociology	23	7	30
B.A.	History	17	4	23
B.A.	Economics	44	4	11
B.A.	Philosophy	21	9	43
B.Com	Commerce	77	37	48
B.B.A.	Tourism	27	23	85

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 (other than compulsory by the College)	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)
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	English	4	-
	History	2	-
	Psychology	2	-
	Commerce	8	-
	Cooperative Management	1	
International	Zoology	1	-
	Maths	4	-
	Chemistry	2	-
	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
English	20
Chemistry	2
History	3
Psychology	1
Computer Science	5
Cooperative Management	1

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	21	37	-	4
Presented papers	20	36	4	-
Resource Persons	1	16	6	6

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
Voter Awareness Camp	Election Department, Puducherry	2	100
Blood Donation camp	Rotary Club (central), Puducherry	2	125
Cycle Rally	NCC / Raj Niva	1	25

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
NCC	Best ANO Best Cadet	NCC Group, Puducherry	100
NCC	DDG Commendation	Tamil Nadu, Puducherry & Andaman Nicobar Directorate	50

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	NCC, TGASC	Street Cleaning	1	50
Tree Planting	NCC & Raj Nivas	Green City	1	50
Earth day	NCC, TGASC	Rally	1	10
Diaster Management	NSS, TGASC	Awareness Camp	1	100
Solid Waste Management	Nehru Yuvakendra DST, Puducherry	Training	1	100

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	B.B.A. Students
	Training	Water Testing Lab. Govt. of Puducherry	March 2018	B.Sc. Chemistry

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. 30,00,000/-	Rs.29,81,599/-

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	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	29,81,599/-
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	85970	15309061	-	-	85970	15309061
Reference Books	6558	4265000	-	-	6558	4265000
e-Books	-	-	-	-	-	-
Journals	44	50000	8	1000	52	60000
e-Journals	N-List	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Library automation	Yes	-	-	-	-	-
Weeding (Hard & Soft)	12000	-	-	-	-	-
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	Nil	Nil	10	16	Nil	Nil
Added	25	-	-	-	-	-	-	-	-
Total	125	3	3	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.30,00,000/-	Rs. 29,81,599/-	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)

Tagore Govt. Arts and Science College is spread over 25 acres having wonderful semi-circular building with adjacent blocks. All the class rooms are spacious having good ventilation and illumination. The college is fully equipped with 16 full-fledged departments and 3 supporting departments (Hindi, Public Administration and Co-operative Management) All the science departments have well equipped laboratories except Maths department. The college also has a language lab run by department of English. All the classes and laboratories are fully utilized by the faculty members and students. The laboratories are maintained by lab technicians and store keepers under the supervision of concerned Head of the Departments. Some classes were supplied mobile ICT units like portable public addressing system to make teaching more effective. The college also has a smart class room installed in the science block to serve the students. In addition to all these, every department is given a computer and printer along with broad band internet facilities.

The college does not have a regular physical education director, but additional charge is given to a faculty member who is interested in sports. With his support sports equipments were purchased and instituted and made available to students for practice. The students are encouraged to utilize their leisure time in sports activities and participate in various inter collegiate competitions and sports meets at different levels. The students bagged many prizes and medals at various inter college and stage level sports events during this academic year. Our college also motivates the student participants by cash awards and sports wears to participate in sports competitions.

The college has a wonderful library with more than 90,000 volumes of books and journals in its collection for the benefit of the faculty and students. The library also provides internet facilities for browsing online resources. It also has the subscription of INFLIBNET facility.

Apart from this we have an air-conditioned conference hall which can accommodate 200 members at a time. The college also has a similar non air-conditioned hall adjacent to this. There is an auditorium in the college which can accommodate more than 500 members. The college has two canteens to refresh and feed the students.

The college ensures optimal allocation and utilization of the sanctioned financial recourses from UGC, RUSA and Govt. for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by the college as per the requirements faculties and students.

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	244	976000
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	2017-2018	34	Department of Philosophy / Mathematics / Comp. Science
Personal Counselling	2017-2018	62	Department of Comp. Science / Psychology / Mathematics/ Zoology

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
2019-20	Student Mentoring (Psychology)	20	20	5	4

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
HCL/MRF/INTEGRA	20	4	HCL/MRF/INTEGRA	30	12
The Hindu, Puducherry	100	67	Job Fair, Dept. of IT, Govt. of Puducherry	50	10
CTS	15	3	-	-	-

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
2017-18	3	B.A	Philosophy	PG Centre / Pondicherry University/ Annamalai University	Post Graduation
	5	B.Sc.	Zoology		
	6	B.A	English		
	7	B.Sc.	Psychology		
	2	B.A	Economics		
	5	B.B.A	Tourism		
	10	B.A	French		
	7	B.Sc.	Plant Science		
	4	B.A	History		

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	Not Applicable	Not Applicable
SET	Not Applicable	Not Applicable
SLET	Not Applicable	Not Applicable
GATE	Not Applicable	Not Applicable
GMAT	Not Applicable	Not Applicable
CAT	Not Applicable	Not Applicable
GRE	Not Applicable	Not Applicable
TOFEL	Not Applicable	Not Applicable
Civil Services	Not Applicable	Not Applicable
State Government Services	Not Applicable	Not Applicable
Any Other (POLICE DEPT)	12	Not Applicable

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year		
Activity	Level	Participants
Talent test / Cultural Activities / Sports	Inter College Level / State Level	45

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
2017-18	-	Cybrus Mechanism 2K18	-	-	-	C. Pratheeban Mr. Bernier

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

Tagore Govt. Arts and Science College does not have an elected student council. But class wise student representatives are elected from each department and they are made responsible for their class room affairs and they act as the bridge between the students and faculty. They represent all the student related complaints and issues and bring them to the knowledge of the department. These student representatives are often made as the members of the various internal committees and administrative bodies where their representation is required.

5.3 Alumni Engagement

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

The college has an active registered Alumni Association. The association conducts executive council meeting regularly and coming out with decisions to help the college in all possible ways. They extend their support by providing scholarships to the meritorious students, sponsorship to the medal / prize winners, providing RO water facilities to the students and some basic requirements like fans, tubes and other electrical fixtures to the administration of the college.

5.3.2 No. of registered enrolled Alumni: **110**

5.3.3 Alumni contribution during the year (in Rupees) :

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 :

- Scholarship to poor students
- Prizes for sports day

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)

Tagore Govt. Arts and Science College functions under the leadership of its Principal only. The college is governed by its council members, which comprises of the Heads of the Departments. Separate committees were formed for each activity like Affiliation committee, Autonomous Committee, Purchase Committee, UGC, RUSA, NCC, NSS, RED RIBBON CLUB, YOUTH CLUB etc. to take care of the activities independently with the consultation of the Principal. The committees are given full freedom to come out with their recommendations and execute the same.

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
 - Working under the affiliation of Pondicherry University
 - Introduction of CBCS
 - Introduction of Mentoring
- Teaching and Learning
 - Practice of Tutorial system
 - Better student teacher ratio
 - Student centred teaching
 - Practical classes and field studies
- Examination and Evaluation
 - Semester examinations are conducted by Pondicherry University
 - Internal examinations are conducted periodically and regularly.
 - Seminars and Presentations are part of evaluation.
 - Practical examinations.
- Research and Development
 - There is no scope for research activities, since our college is an under graduate college. However the teachers are carrying the research works on their areas of interest on their own.
- Library, ICT and Physical Infrastructure / Instrumentation
 - Inflibnet facility available in the library
 - Internet facilities are available in the library
 - Every department is having a computer with internet facility
 - The campus is wifi enabled

- Human Resource Management
 - Teachers are made to use their fullest efficiency
 - Teachers were permitted to go for orientation and refresher programmes or any faculty development programmes
 - Resources of teachers are also effectively utilised by making a part of different committees to work for the betterment of the students and college.
- Industry Interaction / Collaboration
 - Some of the departments are having industrial collaborations and industrial visits.
- Admission of Students
 - Many of the students are from rural areas and economically weaker. The college provides a platform to lift their life from backwardness.
 - All sorts of horizontal and vertical reservations are followed to admit the students.
 - All the admissions are done purely on merit.

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

- Planning and Development
 - e-governance is followed
- Administration
 - e-governance is followed
- Finance and Accounts
 - e-governance is followed
- Student Admission and Support
 - e-governance is followed
- Examination
 - e-governance is followed (Automation)

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

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	9	21 Days
Short Term Course	3	7 Days

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):			
Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
16	Nil	Nil	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) Tagore Govt. Arts and Science College is a govt. run college and all it audits are done by the officer of the Comptroller Auditor General, Chennai. However the college is having a Junior Accounts Officer to supervise and monitor the finance related activity.

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	
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	YES	State Higher Education Council, Govt. of Puducherry	No	No
Administrative	YES		No	No

6.5.2 Activities and support from the Parent – Teacher Association (at least three)	
<ol style="list-style-type: none"> 1. Weak students are identified and counselling given 2. Remedial classes are organised 3. Career guidance given 	
6.5.3 Development programmes for support staff (at least three)	
<ol style="list-style-type: none"> 1. Orientation given 2. Yoga practice 3. Personal Counselling 	
6.5.4 Post Accreditation initiative(s) (mention at least three)	
<ul style="list-style-type: none"> • Additional intake of students • Introduction of Elective courses in all disciplines • Creation of Counselling Centre 	
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

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	No	-	

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
2017 - 18	10	5	2017 - 2018	<ul style="list-style-type: none"> • Plantation • Campus Cleaning • Beach Cleaning • Plastic free Campus • Location Cleaning 	Clean and Green Puducherry	100

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 • Campus Cleaning • Plastic free Campus • Location Cleaning • Bio Manure unit • Water Recharge Pond

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
<ul style="list-style-type: none"> • Mentoring System • Green Campus <p>www.tac.py.gov.in..... The weblink is under maintenance for technical issues. The links will be resumed at the earliest and intimated shortly.</p>

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 weblink) of the institution in not more than 500 words
<p>Tagore Govt. Arts and Science College is an age-old college functioning to cater the needs of the student’s community of Union Territory of Puducherry. It is the only co-educational institution run by the Govt. of Puducherry. It renders admission to all spears of students on the merit basis. It is our credit and privilege to declare that more than 70 percent of the students are from rural areas of Puducherry and majority of them are first generation graduate learners.</p> <p>The college has all 3 wings of NCC that is Army, Navy and Air force plus proposing to have one separate girls’ army contingent.</p> <p>Another important distinctive practice of the college is “clean and green campus”. This college is planning to plant as many numbers of plants to make it green and also planning for rain water harvesting system. This campus is strictly avoiding the use of one-time plastics and also declared as plastic free zone.</p>

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

- Planning to introduce new courses
- To provide computer facilities to all the departments
- To set up a counselling centre in the college
- Repairing of broken furniture
- To request the Govt. to fill up the vacant teaching positions

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC