YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution   RAJIV GANDHI ARTS AND SCIENCE COLLEGE

- Name of the Head of the institution   Dr. J. HANNAH MONISHA

- Designation   PRINCIPAL

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   04132618180

- Mobile No: 09865676265

- Registered e-mail   officergasc@gmail.com

- Alternate e-mail   iqacrgasc@gmail.com

- Address   NALLAVADU

- City/Town   THAVALAKUPPAM

- State/UT   PUDUCHERRY

- Pin Code   605007

2.Institutional status

- Affiliated / Constitution Colleges   AFFILIATED COLLEGE

- Type of Institution   Co-education

- Location   Rural

- Financial Status   **Grants-in aid**

- Name of the Affiliating University   **PONDICHERRY UNIVERSITY**

- Name of the IQAC Coordinator   **Mrs. ARULARASI. P**

- Phone No.   **04132618180**

- Alternate phone No.   **04132618180**

- Mobile   **09159314018**

- IQAC e-mail address   **iqacrgasc@gmail.com**

- Alternate e-mail address   **officergasc@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   http://rgasc.edu.in/assets/iqac/AQAR%202020-2021.pdf

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

- if yes, whether it is uploaded in the Institutional website Web link: http://www.rgasc.edu.in/assets/file/1.Calender/Academic-Calendar-2021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.10**	**2016**	**16/09/2016**	**15/09/2021**

6.Date of Establishment of IQAC   **17/10/2016**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
INSTITUTION	**INFRASTRUCTURE GRANT**	**STATE GOVERNMENT**	**2021-2022**	**2,92,610**
INSTITUTION	**STATE GOVERNMENT**	**STATE GOVERNMENT**	**2021-2022**	**37,38,731**

8.Whether composition of IQAC as per latest NAAC guidelines   **No**

- Upload latest notification of formation of IQAC

No File Uploaded

9.No. of IQAC meetings held during the year   2

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   `Yes`

- If No, please upload the minutes of the meeting(s) and Action Taken Report   [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   `No`

- If yes, mention the amount

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

`1. Many programmes were conducted by each main department under the auspices of the IQAC`

`2. Many awareness camps are conducted in the adopted village of Pooranankupam to make the students understand the community around them. The NCC unit participated in the Republic and Independence Day parades`

`3.2. A herbal garden was revived and a plastic-free environment was successfully advocated`

`4. Remedial class system has been followed to encourage the slow-learners to score good marks`

`5. Mentor-Mentee System has been kept intact and continuous guidance has been given to the students`

12.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
To Motivate the students to progress in their academics including the performance in classroom activities and examinations	Effective teaching and remedial classes helped the students to pass the examination with good score
To conduct regular IQAC meetings and to ensure that the institution maintains its quality	Many programmes which supports the students growth have been conducted
To make the student community aware of and to participate in green initiatives	A plastic-free environment was successfully advocated
To conduct extension activities through NSS and NCC	Many awareness camps are conducted in the adopted village, Pooranankuppam, Puducherry. NCC is very active and involve the students in many capacity building programmes.
To motivate and encourage the students to take part in the Placement Drives	Many students are placed in the Placement Drive conducted by the Placement Cell

13.Whether the AQAR was placed before statutory body?   **No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Part A

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• Name of the Head of the institution	Dr. J. HANNAH MONISHA
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3.Website address (Web link of the AQAR (Previous Academic Year)	http://rgasc.edu.in/assets/iqac/AQAR%202020-2021.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.rgasc.edu.in/assets/file/1.Calender/Academic-Calendar-2021-22.pdf

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13.Whether the AQAR was placed before statutory body?	**No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	**Nil**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	**13/02/2023**

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

The institution is keen on improving the skill development of the students. It hones the soft-skill and the hard-skill of the students. For which the institution under the auspices of IQAC arranges for many programmes which builds up the skillset of the students.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

20.Distance education/online education:

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**5**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**299**

File Description	Documents
Data Template	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/	**110**

State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**287**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**32**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**32**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**18**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**37,38,731**
4.3 Total number of computers on campus for academic purposes	**120**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Rajiv Gandhi Arts and Science College is affiliated to PondicherryUniversity, Puducherry, and strictly adheres to the curriculumdesigned by Pondicherry University. Effective curriculum deliveryis ensured by preparing the academic calender which wouldproductively direct theentire academic session. As perplan,the curricular, co-curriculum and extracurricular activities wereimplemented for effective implementationand delivery ofcurriculum.·Intra-departmental meetings for the review of the teaching,planning of unit tests, seminars, etc. are alsoconducted. Assignments, seminars and projects are given to thestudents under the supervision of the faculty members·Guest lectures of eminent faculty members from other institutions are also arranged for the development of the students.

File Description	Documents
Upload relevant supporting document	[View File](View%20File)
Link for Additional information	www.rgasc.edu.in/academics.html

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution adheres to the Academic Calendar for the conduct of Continuous Internal Evaluation.

1. Academic Calendar is prepared by Pondicherry University to which the Institution is affiliated.

2. In the beginning of the academic session the students are apprised of academic calendar and the same is uploaded on college website and displayed on notice boards and at strategic locations.

3. The Schedule of All Examinations (Internal Examinations and the End-Semester Examinations)is given in the academic calendar.

4. The course teachers announce the syllabus and display question paper models as per the academic calendar.

5. Assignments are assigned to the students for each semester and the same will be submitted by the students as per the dates given

in the Academic Calendar.

6. Model Examinations and Internal Examinations are conducted to the students of the Institution as per the schedule prepared by the University.

7. Tentative Examination schedule of the End-Semester University Exams will be announced and displayed in the website for the students and the Faculty Members

8. Display of marks is also as per the schedule given inacademic calendar

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://rgasc.edu.in/assets/file/1.Calender /Academic-Calendar-2021-22.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

5

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

At the beginning of each Academic Year, one-day Induction programme related to values and ethics is an integral part of the Students' Programme for the first year students of all the departments.

1. The College celebrates special days of National and International importance such as Republic day, Independence Day, Women's day, Teacher`s day, Human Rights Day, Science Day, International Yoga Day etc.

    - These celebrations nurture the moral, ethical and social values in the students which are very essential for them to sustaingood values in their minds and in the society.

2. The college has Women's Grievance Cell for girl students and Grievance Redressal Cellto provide counseling to all the students, promote gender equality and equity among students..

    - The institution gives importance to genderequality and conducts programmes addressing the same.
    - Every year a department takes in-charge of the celebration of "Women's Day"
    - Eminent female speakers are invited to give inspiration to the girl students.

3. The course "Environment Studies" which is related to ecosystem, its balance & sustainability is an integral part of the curriculum for the second year students.

    - The College has a rain water harvesting system. Tree plantation programmehas also been conducted to encourage the students to be sensitive to the environment.
    - College celebrates the day of National importance of Environment such as Water day, Earth day, Environment day and Ozone day.
    - The collegealsoorganizes workshops/seminars on Environment to make the students aware of the efficient use ofnatural resources.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

300

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	www.rgasc.edu.in/assets/file/3.SSS%20-Report/rgasc%20-%20academic%20Year%202021-2022.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

300

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,

Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

110

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

At Rajiv Gandhi Arts and Science College, through Mentor-Mentee system, the mentorsidentify the students as slow learners and advanced learners based on the prerequisite tests, class interaction andtest performances. The institution gives emphasis on improving the performance of the slow learners by providing remedial programmes which are conducted outside the regular class hours. Specifically, for difficult subjects, extra classes are taken to cope up with the subject. Efforts are taken by the faculty to support the slow learnersto improve the students' understanding in their chosen domain,results and pass percentage.

The mentor also identifies other skills and strengths and encourages them to hone them which helps build self-confidence resulting in the improvement in the academic performance and in other areasalso. The mentor takes extra efforts to understand the socioeconomic backgrounds which is also sometimes one of the reasons for their poor performance. All necessary emotional counselling is also provided whenever required. The mentor also connects the weak learners with the subject teachers with whom they are comfortable for extra support. The Institute ensures that a slow learner clears all his/her courses within the stipulated years and also provides extra attention to build additional skills which makes them employable.

Advanced learners are given opportunities to be peer teachers. The toppers of each class are appointed as Class Representatives to build their confidence in leadership and also team work. These

kinds of encouragement and involvement in their skilled areas such as Paper Presentations, Project Competitions, etc.

File Description	Documents
Link for additional Information	www.rgasc.edu.in/otheractivities.html
Upload any additional information	View File

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

Number of Students	Number of Teachers
884	34

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The insitutution practices student centric approach whichhelps to transform the students from passive recipients to active participants.This will boosttheir confidence and encourageindependency.

- The teacher facilitates each individual student to comprehend at their personal level by ensuring their involvement in classroom activities so that they can absorb and grasp information at their own pace.
- Audio- Visual methodology, Labs, Google Classroom, Industrial Visits, Internship Field Work and Projects are the means utilize by the Departments to provide experiential and participative learning.
- Feedback of the Course and teachers, given by the students at the end of each semester provides an opportunity to identify any lacunae which can then be addressed. Teachers make classes as interactive and encourage the students to thinkinnovative thoughts and novel interpretations to make it a student-centric classroom.
- Seminarshelp students to present their assignments before the entire class helping them overcome stage fear and develop oratory prowess.

- **Discussions and debates on contemporary issues are encouraged.**
- **NSS Cell and NCC units have been set-up for the students to participate, integrate and learn.**
- **Student representation in administration is an important initiative taken by the University.**
- **Representatives of students serve as members of some of thecommittees to involve them in the decision making process and maintain transparency apart from inculcating a sense of responsibility in them.**

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	**Nil**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The following tools are used by the Institute as ICT Tools:

- **Projectors are available in the two labs, classrooms, and Seminar Hall.**
- **Desktop and Laptops are arranged at the Computer Labs.**
- **Printers - They are installed at Labs, and in prominent places (Principal Chamber and Office).**
- **Photocopier machines - Multifunction printer andScanners are available at prominent places.**
- **Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom.**
- **Library resources are available Use of ICT By Faculty A. PowerPoint presentations**
- **Seminar Hall and Labs are digitally equipped where guest lectures, expert talks and various competitions and programmes are regularly organized for students.**
- **Online quiz - Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS.**
- **Online competitions - Various technical events and management events such as Poster making, Project**

presentations, Business quiz, Debates, paper presentations etc. are being organized with the help of various Information Communication Tools.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[www.rgasc.edu.in/assets/pdf/info/ICT%20%20SEMINAR%20HALL.pdf](#)

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

32

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

32

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

15

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

321

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

1. **In order to ensure transparency in internal assessment, the system of internal assessment is communicated to the students well in advance.**
2. **The Principal holds meetings of the faculty members and directs them to ensure effective implementation of the evaluation process.**
3. **Students are made clear about the CBCS pattern followed by the institution.**
4. **Continuous evaluation is made through Group Discussion, Unit Tests, Assignments, Internal examinations, Model**

Examinations, Field Visits / Field Works and SeminarPresentations whichimproves the communication skills of the students which is very essential to face the interviews.

5. Unit tests are conducted regularly as per the schedule of the academic calendar.
6. The weightage for the unit tests varies as per the department and faculty.
7. The performance of the students is displayed on the Notice board and communicated to the students.
8. Personal guidance/assistance is given to the poor performingstudents after their assessments.
9. For transparent and robust internal assessment, the following mechanisms are followed:

- Internal Examination Committee.
- Model Examination Question Paper Setting.
- Conduct of Examination
- Result display
- University Examination Committee
- Interaction with students regarding their internal assessments.
- Due to internal assessment, the interest of the students towards learning and attending the classes has also been increased.
- In this way mechanism of internal assessment is transparent and robust.

File Description	Documents
Any additional information	[View File]()
Link for additional information	[www.rgasc.edu.in/index.html]()

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

As the Institution is affiliated to Pondicherry University, the evaluation process is also followed by the institution according to the norms prescribed by the University.

- At the entry level, the students are given orientation about the CBCS pattern and evaluation process of the Internal

examinations which is also mentioned in the college calendar.

- As the faculty members of the concerned subjects complete the units allotted to them, the students are assessed through continuous assessments such as Unit tests, Seminar Presentations, Powerpoint Presentations, Assignments, Model Examinations, Group Discussions, etc.,
- After the completion of assessment process and examinations, the internal marks are intimated to the students by displaying their marks on the notice board.
- In case of any discrepancies or grievancesregarding their internal assessment evaluation, the students can approach the concerned subject faculty and get clarified then and there. For instance, if a student cannot attend a particular paper during the conduct of Internal Examinations and the student have a proper reason provided with a proof for their absence, the absentee is given another chance to write the same exam in a scheduled time.
- The students are also given a fine chance to prove themselves.
- The students are given two tests in different days. The students are expected to perform both the exams well. But if a sudent cannot show themselves up for the next test. The best out of two will be taken for the internal marking/evaluation..

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

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

- The System is made in such a way that the stated Programmes and Courses; B.Com (General), B.Com (Corporate Management), BBA (Bachelor of Business Administration, BCA (Bachelor of Computer Applications, and B.Sc (Computer Science) are made available in the College website.
- The outcome of the individual courses are also uploaded in the same for the students to get an idea of each courss. Once the students get admitted in the courses, an orientation programme is conducted to make them aware of the

outcome of the courses they have joined. This will help the students to chalk out a plan for their future higher studies and job opportunities.

- **The syllabus is framed by the board of council members at the University to which the institution is affiliated.**
- **After the syllabus is framed, the same will be intimated and informed to the faculty members of the concerned subjects through e-mail and it will also informed by the Head of the Institution in the staff meetings.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	www.rgasc.edu.in/academics.html
Upload COs for all courses (exemplars from Glossary)	View File

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

The Institution follows the curriculum designed by Pondicherry University, Pondicherry, to which the Institution is affiliated. The attainment of Programme Outcomes are evaluated through various Levels:

1. **Internal Assessment evaluated by the faculty memebers of the institution**
2. **Semester Examinations evaluated by the University**
3. **Results of the students**
4. **SSS Feedback obtained from the students**
5. **Students Progressing to Post Graduation and higher studies**
6. **Placement of Students in jobs in the Campus Interview and off the Campus**
7. **Passing through Competitive Examinations**

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://exam.pondiuni.edu.in/results/

2.6.3 - Pass percentage of Students during the year

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

244

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://exam.pondiuni.edu.in/results/

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

www.rgasc.edu.in/assets/file/3.SSS%20-Report/rgasc%20-%20academic%20Year%202021-2022.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

7

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

7

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

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

The NSS unit functioning in the Rajiv Gandhi Arts and Science College has created awareness among students and involve them in many activities to realise their potentials. It has been conducting Camps in the adopted village and helps in developing the social responsibilty among the students and the people of that community. It tries to understand the problems of that place and community and try to offer a possible solution and ideas to the same.

Conducting many awareness programmes to the community - adopted village

The NCC unit is also functioning in the institution to cater to the needs of the students and to bring out the potentialities of the students.

It develops a sense of discipline and confidence in the minds of the students. It createsself-discipline and problemsolving skills among the students. It develops the whole personality of the students who can confidently pursue their future.

To understand the community in which they work To understand themselves in relation to their community To identify the needs and problems of the community and involve them in problem solving process.

To develop among themselves a sense of social and civic responsibility

To utilize their knowledge in finding practical solution to individual and community problems To develop competence required for group-living and sharing of responsibilities

To gain skills in mobilizing community participation To acquire leadership qualities and democratic attitude To develop capacity to meet emergencies and natural disasters

To practice national integration and social harmony

File Description	Documents
Paste link for additional information	www.rgasc.edu.in/assets/pdf/NSS%20%20Activities%202021-22.pdf
Upload any additional information	[View File](#)

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	[View File](#)
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

10

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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

150

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

300

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance,

other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

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

1. The institution has adequate and spacious classrooms for all the five course (B.Com, BCM, BBA, BCA and B.Sc)

- The classrooms are well-equipped with blackboard, ICT facilites (whenever it is necessary).
- Each classroom has enough number of tables and chairs for the students to comfortably make use of them to sit.
- The campus has the facilities for the differntly abled.

2. The Institution houses well-equipped laboratories for the courses where there is a need for them. The institution has a total of 86 computers. The labs are completely airconditioned and they have the facilities to use LCD Projectors for presentations, etc.,

3. The institution provides the facility of Photocopiers with scanners and printers and it has a well-maintained office with necessary facilities.

4. The Students and the faculty members can make use of the Library, which has to its credit 5320 books and the students can

make use of itat the scheduled time between 9.30AM and 5.30PM

5. The College has an Auditorium/Conference Hall provided with ICT facilities

6. Cafeteria is run inside the College Campus

7. The College has a total number of 49 toilets in which 21 are used by girl students.

8. All the buildings are having Ramps and Rails attached with the classrooms

9. The Institution is also facilitated with a First-Aid Room in time of emergency.

10. The Campus is equipped with Wi-Fi connectivity.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	www.rgasc.edu.in/complab.html

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

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

1. The institution hasa separate room for Physical Education.
2. It also has a separate facility of retiring room "Ladies Retiring Room" for girl students.The Ladies retiring room is useful for students who fall sick after coming to college
3. The Physical education room has indoor as well as outdoor games with all kinds ofsports materials
4. The College has a sprawling playground for outdoor gamesutilized by the students to practice and participate in many sports and games.
5. Indoor games like table tennis, chess, caroms are available. Thestudents are trained periodically based on their aptitude andability.
6. Students are trained in outdoor sports and are motivated to participate in intracollegiate, intercollegiate, state level and university level competitions.

7. Students are trained in volley ball, throw ball, hand ball, knokho, kabadi and cricket.
8. The Directorof Physical education possess Doctorate who is also an international referee. The Director of Physical Education is also acting as the NCC Officer who trains the students in the most disciplined manner.
9. it conducts Sports Meet every year, apart from the competitions conducted outside the college. It weeds out the monotonous tone of only studies as important.
10. Students are also encouraged and are given opportunity to participate in the cultural competittions
11. Every year, the college celebratesFine-Arts Day to bring out the talents of the students in all the fields (extra-curricular activities)

File Description	Documents
Upload any additional information	View File
Paste link for additional information	www.rgasc.edu.in/playgr.html

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

18

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.rgasc.edu.in/index.php
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

2,92,610

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Library has to its 5320 books of various subjects which consists of subject books prescribed for the courses and also source for reference.

- **it has also in store some books for the students to prepare for competitive examinations and for other preparations such as competitions purpose or other academic purposes.**
- **it also subscribes to magazines.**
- **The Institution has an intention to give a proposal for the Integrated Management System in fhe near future.**

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	www.rgasc.edu.in/lia.html

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**E. None of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

9,855

File Description	Documents
Any additional information	View File
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

15

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The Institution is offering two Computer courses: Bacherlor of Computer Applications and B.Sc., Computer Science. Both courses are provided with a well-established and well-furnished computer Laboratories.

- **There are 86 computers workiing in a good condition.The institution provides technologies and update its ICT facilities to ensure efficient functioning. The computers aremaintained by the Lab Technician, and regularly updated..**

1.. Computer lab is well-equipped with branded PC's adequately supported by internet connectivity.

- **It is also equipped with a wide range of licensed system**

- software and application software.
- The entire campus is connected with LAN Facility.
- Computer labs are well connected to the internet tohelp students and faculty to carry out their academic and other work.
- Lab assistants are available to support students and faculty in their queries.

2.. The institute has total 86 computers

3.. NMEICT

4. Wi-Fi facility: Department of Computer Applications extends its complete support to the students and the faculty members.

- It is made available by setting and installing the Wi-Fi zones at various locations such as Reading halls, Department corridors,at the office and the Principal Chamber.
- Staff can access this facility on their Laptops and mobile phones by registering themselves.
- The institute has currently state-of-art Wi-Fi access points to provide the Wi-Fi internet access through Wi-Fi zones.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	[www.rgasc.edu.in/complab.html]()

4.3.2 - Number of Computers

86

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File]()

4.3.3 - Bandwidth of internet connection in the Institution	B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

2,92,610

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

There are college level committees that look after the various aspects of the utilization and maintenance of the physical, academic and support facilities.

- **Annual maintenance is provided for maintenance of computers, Printers, Photocopy Machine, Library, sports related material CCTV, Water coolers/filters, gardening, cleaning etc.is done through regular approved vendor.**
- **The Purchase Committee calls for quotations for the materials to be purchased**
- **Each department is allocated a budget for the purchaseof books every year.**
- **The requirement of books is enquired by the Head of the Institution through the circular sent to each department.**
- **The Stock Registers are well maintained anda Stock Register Verification Committeeverifies and approves each academic**

yearfor the Laboratories, Sports and Library in the concerned departments

1. Maintenance of Book is taken care of by the Assistant Librarian.The Librarian maintains a register to notedown the footfall of the teachers and the students.

- The Librararian provides the requirement of books, journals and magazines. The requirements of list of books to be purchased will be given by each department.
- This will be processed by the Purchase Committee. The invoice and bills for the purchased books are wellmaintained by the office of our Institution.
- The entry of the new books purchased is done by the Librarian of our Institution. Library Committee, which includes a teaching faculty from all the Departments,prepares a budget for the purchase of Books for the Concerned Department.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	www.rgasc.edu.in/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

140

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to institutional website	www.rgasc.edu.in/assets/pdf/Overall%20report%20of%20CG&CC%20for%20the%20year%202021-22.pdf
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

109

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

109

File Description	Documents
Any additional information	[View File](#)
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**D. Any 1 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

15

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

22

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

`0`

File Description	Documents
Upload supporting data for the same	<u>View File</u>
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

`36`

File Description	Documents
e-copies of award letters and certificates	<u>View File</u>
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<u>View File</u>

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

The college offers numerous opportunities to the students to participate in a wide range of co-curricular, extra-curricular, social, sports and community development activities.

2. IntraDepartmental Cultural Competitions.

3.Organising department festivals, organising special programs on national and international days of importance and ethnic festivals.

Major Activities of Departmental Association:

1.Identifying students' talents for cultural and sports events

2.Organising and Participating in inter-collegiate-department specific programs in which the Students are the organisers of the Programmes as they are introduced to the leadership qualities and team work spirit.

3.Organising department sports events as part of sports day celebrations of the college in which the students are part of the decision makers for their teams

4.Organising field visits and educational tours of the department where the student representatives involve themselves to arrange for the same 5. Organising Programmes in every way by the students teach them and show them the responsibilities they have to bear in the society.

The major activities are:

1.Leadership skills development programme.

2.Regular feedback.

3.Identifying students who need help.

From the above, it is consolidated that there is an effective and dynamic participation of student representations happeningin various areas in some of the decision-making processes. The representation of students at all levels is assured and well-noted. The decisions are evolved with the consent and involvement of students.

File Description	Documents
Paste link for additional information	www.rgasc.edu.in/index.html
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

36

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

Alumni members of the respective departments facilitates and offers valuable insights towards the upliftment of the institution and the students

File Description	Documents
Paste link for additional information	www.rgasc.edu.in/alumni.html
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision and Mission of Rajiv Gandhi College Vision

"To percolate education to rural and economically backward communities, in order to ensure equal opportunities for learning, social development and to uplift the living standard of the rural population"

Mission

To fulfil the constitutional requirement of equality of educational opportunity, irrespective of race, ethnic background, religion, caste, creed, sex or economic conditions.

To empower women through education to equip them for a better life. To enhance the social condition of rural population through academic enrichment.

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

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

The institutional Strategic/ perspective plan is effectively deployed

File Description	Documents
Paste link for additional information	www.rgasc.edu.in/index.html
Upload any additional information	No File Uploaded

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

Institution practices Decentralization and Participative Management under Effective Leadership.

The Chairman of the DHTE is the Secretary to Government(Education). The Director of the DHTE is also the MemberSecretary of PONSHE. The Governing Body makes decisions with regard to both administrative and academic matters.ThePrincipal is the link between the administrators and the academicians...

The Institution has made the policy of decentralization through devising many committee to proceed with each activity of th college. Each committee has been provided with specific functions

cater to the needs of theinstitution for the progress and development of the Institution.

Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. Following committees are constituted in accordance with the government guidelines. Internal Quality Assurance Cell (IQAC) :

The IQAC Committee,

Library Management Committee,

NSS and NCC Committee or Extension Activities & Students Welfare Committee,

Website Development committee,

Examination Committee(College and University Level),

The Mentor-Mentee system (Teacher guardian-committee),

Students Grievance Redressal Committee,

Purchaseand Infrastrastructure Maintenance Committee College ,

Sports Committee Time Table Committee

Admission Committee

Sexual Harassment Prevention & Women's Grievance Redresseal Committee

Anti-Ragging Committee,

Cultural Events Committee,

Placement and career counselling cell,

Discipline Maintenance committee,

SC/ST & Equal Opportunity Committee,

Teacher-Parent Meet Committee

RRC & YRC

File Description	Documents
Paste link for additional information	https://www.centacpuducherry.in/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Every acdemic year the Administration and Academic needs are planned meticulously Student Admission and Support Evey year the admission to all the Arts and Science courses are being done bythe Centralised Admission Committee (CENTAC).

The budget was planned and forwarded to the Head Office, viz., Pondicherry Society for Higher Education (PONSHE) for sanctioning the required funds for the financial year. This covers the various heads, such as salaries, wages, OfficeExpenditure, Assets, Arrears and Assured Career ProgressionScheme.

Curriculum Developmentfor the courses are planned by the concerned Boardsof studies of the Affiliating University which is thePondicherry University.

.All Teaching and Learning activities take place within theframework of the curriculum with predefined marks and grades for both Internal and External evaluation.

The Principal/the Management ecnourages the faculty members to publish books and research articles andto participate in Orientation Programmes, Refresher Programmes, Faculty Development Programmes, Wokshops, Seminars, Conferences, Symposiums, Short term courses, etc.

The Examinations are conducted as per the direction of the Pondicherry University

All permanent recruitment is carried out by the PONSHE.Temporary recruitment to fill in vacancies arising midyear ordue to the creation of new courses is carried out by theinstitution after advertising in local newspapers and through aduly- constituted board of interviewers with a Universityrepresentative.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	https://dpar.py.gov.in/#gsc.tab=0
Upload any additional information	View File

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

Since the inception of this institution, it has been making slow but steady growth and development. Being a government institution, there are a few time lags but all policies of the Centre and State Governments, theUGC, the MHRD, the affiliating University and other departmentsare implemented routinely.

The Governing Body is constituted by the Pondicherry Society for Higher Education and is the policy-making and ratification authority. Routine matters are the purview of the Secretary toGovernment (Education) and the Director of Higher and TechnicalEducation cum Member Secretary, PONSHE.

The Principal implements the policies and addresses the concerns of the institution and the staff with the higher authorities. She also ensures the smooth functioning of the institution alongside the implementations. The office of the Principal ensures that allcorrespondence regarding furnishing of perspective plans,budget requirements, application for renewal of affiliation,auditing, etc., are attended to in a timely manner.Appointments are made collectively when the need of the same inthe PONSHE colleges arise.

As a stop-gap arrangement, staff are recruited on contract basis to ensure un-interrupted teaching-learning. For regular staff, service rules and conduct rulesare in place. Promotions are, however, pending.To ensure that all policies that are to be implemented withinthe college is done, the college has the following Cells and Committee: IQAC, NSS cell,Red Ribbon Club, ICC, Alumni Association, ParentTeachers'Association, Placement Cell, Examination Cell, CulturalCommittee and Counseling Cell.

File Description	Documents
Paste link for additional information	http://www.rgasc.edu.in/assets/file/1.Calender/Calendar2020_2021.pdf
Link to Organogram of the Institution webpage	https://megeducation.gov.in/dhte/pages/organogram.html
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**D. Any 1 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The Instituition has effective welfare measures in place for its teaching and non-teaching staff. The various welfare schemes are as follows:

1. Child Educational Allowance

2.Medical Allowance/Medical Leave

3. Maternity benefits as per norms

4. Child Care Leave

5. Leave Travel Concession

6. Subsidized on campus medical facilities

7.All the non-doctoral staff members are encouraged to get enrolled for part-time Ph.D. program.

8. Employees' Welfare Fund

9. Wi-Fi Facilities

10. Staff members avail On Duty facility for attending Conferences, Workshops, Seminars and Symposiums

The campus is vehicle-free . Psychological counselling is available for the staff. A large number of faculty members have been supported National visits to attend Conferences and workshops.

In order to encourage the faculty to pursue a vibrant research career Internal projects has been provided in their career.

The staff members are encouraged to give suggestions and regular feedback to improve the welfare measures in the Institute.

File Description	Documents
Paste link for additional information	https://dpar.py.gov.in/#gsc.tab=0
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	[View File](#)

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

9

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	<u>View File</u>
Details of teachers attending professional development programmes during the year (Data Template)	<u>View File</u>

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

Teaching Faculty of the institution are awaiting senior scale from 6000 to 7000 AGP having duly complied with Academic Performance Indicator based on CAS (Career Advanced Scheme) formalities is in line with UGC regulations from time to time.In respect of the non-teaching / technical staff MACP (Modified Assured Career Progression) is systematically granted once in ten years and the eligible staff are periodically promoted.

File Description	Documents
Paste link for additional information	<u>https://dpar.py.gov.in/#gsc.tab=0</u>
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal auditing of the Instituition is carried out by a Chartered Accountantappointed by the Pondicherry Society for Higher Education. Heor She provides suggestions and instructions for maintianingthe accounts. The verified details of the accounts is subjectedto external audit by the Comptroller Auditor General, Tamilnaduand Puducherry

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Rajiv Gandhi Arts and Science College is a unit run under the aegis of Pondicherry Society for Higher Education wholly funded by Government of Puducherry, receives grants in respects of allaspects including salary, Infrastructure, student welfare.The financial resourcsare being optimally utilised and areaudited periodically.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC plays a major role in the overall enhancement of the

Institution. The IQAC formed a Committee with the Principal as the Chairperson and the faculty members as the CoOrdinator and the members. IQAC has conducted periodical meetings and the same has been uploaded in the website . Student representatives are part of every meeting. AQAR is prepared and submittedto NAAC till 2021. Due to the post-pandemic, the AQAR submission for the academic year 2021-2022has been delayed.The The meeting focuses on the quality enhancement and sustenancein education through individual attention, mentoring inacademics, personal and soical aspects of students.

File Description	Documents
Paste link for additional information	www.rgasc.edu.in/iqac1.html
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Based on the calendar of the Pondicherry University, theacademic calendar for the institution is prepared by the IQAC in the beginningof the academic year. The IQAC meetings areconducted periodically. The meetingsare spread across the semester-beginning, mid and before the End-Semester examinationsThe internal examinations are conducted as per the schedule and the evaluations for the same are carried out at the completion ofeach unit of the papers by the individual teachers. The Marks of Internal Examinations are given well ahead of the time schedule.The SSS feedback survey is conducted and used to enhance the quality ofeducation as well as the teacher studentrelationship.

File Description	Documents
Paste link for additional information	www.rgasc.edu.in/iqac1.html
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for	B. Any 3 of the above

improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	

File Description	Documents
Paste web link of Annual reports of Institution	www.rgasc.edu.in/assets/iqac/NIRF%202021-2022.pdf
Upload e-copies of the accreditations and certifications	[View File](#)
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

ThisCollege provides safety and security to all the girl students. The safety of the girl students is taken care of mainly through awareness and prevention programmes, interactions and actions.

. 1.Women Grievance and empowerment cell:

- **The students (Girls) can voice out their grievance through oral or written means. It will be viewed very seriously and discussion will be made across the committee members and decide upon the solution of the problem. The complaint will be kept confidential for the safety of the students.**
- **To help them in developing decision making abilities and be self-dependent or independent**
- **To help them in raising voice against all kinds of discrimination in a proper manner.**

2. Gender Equity Programmes

- **To give awareness regarding gender equity, many such awareness programmes have been planned to condut in the college**

- **The Institution being a Co-education college, it focuses on gender equity. Students are given orientation and continuous sensitisation on the same throughout the academic year inconnection with the curriculum by the individual faculty duringthe lecture hours.**

File Description	Documents
Annual gender sensitization action plan	www.rgasc.edu.in/assets/pdf/info/GIRLS'%20RETIRING%20ROOM%20-%201.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	www.rgasc.edu.in/assets/pdf/info/GIRLS'%20RETIRING%20ROOM%20-%201.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**E. None of the above**

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The College realises the importance of Solid Waste Management.

The students are made to realise the importance of the same and has been giving them continous sensitisation programme about the Solid Waste Management.

Through the papers prescribed in their syllabus, the faculty members informed and make the studentsto know or aware of the

necessity of Solid Waste Management.

The paper prescribed for them in the syllabus is "Environmental Studies". This paper included in the curriculum of all the courses irrespective of the departments. This paper is a compulsory one as it is thought of as an onerous responsibility of all the citizens to be aware of one's own environment.

Separate bins are kept in the campus for degradable and nondegradable materials/wastes:

Green – Biodegradable, organic waste like cooked food, vegetables, fruit, leaves etc. Blue – Recyclable waste like paper, cartons, cans, metallic items etc.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	www.rgasc.edu.in/gallery.html
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles**	**A. Any 4 or All of the above**

3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	*View File*
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Being an Educational Institution which mainly aims for the equality of all the students, the Institution provides equal opportunities to all the students irrespective of their cultural, regional, linguistic, communal socio-economic, religious diversities. Initiatives are taken to promote an inclusive environment.The reservations for different community, minority and others as per the Government norms are strictly adhered during the admission process.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	*View File*
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution celebrates Independence Day andRepublic Day every year as they are mandatory celebrations. The National Level Celebrations such as Independence Day, Republic Day and Pondicherry Liberation Day are celebrated every year. During the celebration Flag hoisting will be done and followed by that a talk about the importance of the day will be delivered by the Principal and also the focus wii beonthe importance of values, rights, duties and also responsbilities of the citizens. In addition, Public Administration is the Ability Enhancement Compulsory Course in the first semester of all U.G courses introduced through CBCS

system of Education It sensitises the student on rights, duties and responsibilities of citizens. The NSS Unit which acts as a bridge in connecting the students literally with the society creates awareness and sensitizes the students about their voting rights and supports the students to register particularly,the first time voters. The NSS unit functioning in the College conducts many and various programmes related to rights, values and social responsibilties of the citizens

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**A. All of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institution organizes national and international commemorative

days, events and festivals. The N.S.S unit of the College and the
Physical Education Department organizes the celebration of
Republic Day and Independence Day events every year. The college
takes special pride in making its students more civic and
patriotic. To this end every year Independence Day, Republic Day
and de facto days are celebrated in the campus with flag hoisting
and a special talk highlighting the effort and selfless sacrifice
our forefathers put in.Pongal is celebrated in pomp and show where
all the departments of the college make their own pongal in the
campus. This instills in the students a sense of belonging and
also unity and cooperation. The cultural heritage is kept in mind
duringthe celebration.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice

1 Mentoring System for the Students

The aim of this system is to guide the students and to maximize
their academic, social, personal andpsychological well being
during their course of study.Each teaching faculty has to
mentorapproximately 28students throughout their course of study in
the college. The teachers being mentors gained more understanding
of the psycho-social background ofthe students, thus increasing
the scope of identifying the areas which need to be strengthened.A
training session on professional Counselling and Guidance will
boost the capacity of all theteachers

2.Environmental values and social responsibilites

A greener campus has been developed since the inception of the
college. A herbal garden has been set and taken care of by our

students.This influence the students in a positive way. Growing plants instill in them patience and responsibilites. It brings about a change in their behaviour too. They see to it that the plants have been watered and they take care of the plants. it gives a sense of positivity to see the green environment growing. Bringing about behavioral change is slow and a struggle for some of the students as they find this habit not inviting and interesting to them. But the teachers keep them in track by providing counselling and mentoring them.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Institutional Distinctiveness

1. The Institution is mainly committed to students employability. This the institution achieves through many campus placements by giving previus training in the areas the students are in need of.
2. The college is committed to educating women hailing from rural backgrounds and to helping develop themselves in a holisticmanner. To this end, the following initiatives have been undertaken.
3. The courses such as B.Com (General), B.Com (Corporate Management), BCA, BBA and B. Sc (Computer Science)have been started having the rural students as the focus and to initiate and provide job opportunities to them.
4. The number of seats in all the five Departments have beenincreased, so that a greater number of rural students will have access to education in the vicinity around where they live and do not have to make long journeys into the town.
5. The mentor-mentee system and the Counseling Sessions have helped the students, from the economically poor family background, to continue their studies as the students may quit their studies because of their financial and family situations. This ensures that agreater number of students complete their coursesand have a better chance of employment.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

Plan for the academic year (2021-2022)

To apply for new courses relevant to the changing needs of the stakeholders

To achieve excellence in the given courses such as B.Com (General), B.Com (Corporate Management), BCA, BBA and B.Sc

To continue monitoring the quality enhancement andsustenance of education in all the courses through online and offline mode.

To create an enabling environment for holistic development of Students, Faculty and Support Staff To facilitate continuous upgradation and updation of Knowledge & Use of Technology, by Faculty and Students

To provide resources required for use of Technology to provide online course contents, video lectures, etc , to overcome space constraints

To upgrade Library Resources to include digital content, which can be accessed by students and faculty online as for as the learning resources are concerned

To facilitate a Research Environment in the College, which encourages Faculty and Students to undertake Research

To encourage faculty to Organise and Participate in the Faculty Improvement Programmes, National and International Conferences in more numbers and high quality

To devise techniques to enable various improvements in the existing Teaching Learning & Evaluation process and measurement of Learning Outcomes

To encourage Faculty to visit Other Institutions as Resource Persons, etc.

To provide mock-interview to enhance the Job-oriented Skill To give training for the students to attend theCampus Placements which has also been Initiated already