



## YEARLY STATUS REPORT - 2022-2023

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	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:	9865676265
• Registered e-mail	officergasc@gmail.com
• Alternate e-mail	iqacrgasc@gmail.com
• Address	NALLAVADU
• City/Town	THAVALAKUPPAM
• State/UT	PUDUCHERRY
• Pin Code	605007
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	AFFILIATED COLLEGE
• Type of Institution	Co-education
• Location	Rural

• Financial Status	<b>Grants-in aid</b>				
• Name of the Affiliating University	<b>PONDICHERRY UNIVERSITY</b>				
• Name of the IQAC Coordinator	<b>Mrs. P. ARULARASI</b>				
• Phone No.	<b>04132618180</b>				
• Alternate phone No.	<b>04132618180</b>				
• Mobile	<b>7558120619</b>				
• IQAC e-mail address	<b>iqacrgasc@gmail.com</b>				
• Alternate e-mail address	<b>officergasc@gmail.com</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://rgasc.edu.in/assets/file/2.AQAR/AQAR%202021-2022.pdf">https://rgasc.edu.in/assets/file/2.AQAR/AQAR%202021-2022.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.rgasc.edu.in/assets/file/1.Calender/Calendar%202022-23.pdf">http://www.rgasc.edu.in/assets/file/1.Calender/Calendar%202022-23.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.10</b>	<b>2016</b>	<b>16/09/2016</b>	<b>15/09/2021</b>
<b>6.Date of Establishment of IQAC</b>			<b>17/10/2016</b>		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
<b>INSTITUTION</b>	<b>GRANT-IN-AID</b>	<b>STATE GOVERNMENT</b>	<b>2022-2023</b>	<b>4,49,86,093.17</b>	
<b>INSTITUTION</b>	<b>RUSA</b>	<b>CENTRAL GOVERNMENT</b>	<b>2022-2023</b>	<b>1,41,86,485</b>	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			<b>No</b>		

<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	No File Uploaded
<b>9.No. of IQAC meetings held during the year</b>	<b>2</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
<p>The Internal Quality Assurance Cell (IQAC) plays a vital role in ensuring the quality of education in higher education institutions. The significant contributions made by IQAC: 1. As a part of Academic Excellence, our institution has enhanced teaching-learning processes focusing on both the slow learners for whom Remedial classes were taken and for the fast learners by promoting students research and innovation. As a part of it, each department has been engaged in Continuous monitoring and evaluation for the steady progress of the students. To ensure that regular meetings have been conducted with parents by the respective department. 2. Focusing on Student-Centric Initiatives our institution has enhanced student support services such as individual counseling and mentorship guidance for which Mentor-Mentee system has been followed. 3. The institution focusing on fostering inclusiveness and diversity. 4. Having the futuristic vision to accommodate NEP, our institution focuses on Infrastructure development and maintenance. 5. Our institution concentrates on Industry-academia partnerships and try to have MoUs with industries relevant to the field/branch/courses the college houses. As a part of participative and experiential learning the institution encourages Community engagement and outreach programmes through Village Adoption and NCC Activities. IQAC's contributions have a direct impact on the institution's overall quality, reputation, and</p>	

growth.

**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 conduct regular IQAC meetings and to ensure that the institution maintains the quality of students' education and environment	Many programmes which supports the students growth and overall quality of the institution have been conducted
To Monitor and 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 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 make the student community aware of and to participate in green initiatives	A plastic-free environment was successfully advocated and many programs such as Environment Day, Mother Earth Day were celebrated
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
To conduct Faculty Development Programs	16 of ou Faculty Members attended AWP (FDP) and get benefitted to sharpen their research activities
To enhance the existing Mentor-Mentee system	The Mentors rendered the students in their academic and emotional assistance
To conduct gender equity and skill-enhancement programs	Yoga training was conducted in which many Girl-students participated and benefitted

To foster Placement and Internships to make our rural students employable	As a part of our institution distinctiveness, placement drives were conducted and many of our students were placed in esteemed institutions
To register our Alumni Association	Registration works are under process.

<b>13. Whether the AQAR was placed before statutory body?</b>	No
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- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	05/04/2024

#### 15. Multidisciplinary / interdisciplinary

In alignment with CBCS curriculum of Pondicherry University, RGASC has integrated multidisciplinary and interdisciplinary approaches across various programs, enriching the academic experience for students. Our college offers courses in fields such as BBA, BCom, BSc (Computer Science), and BCA, with a focus on bridging disciplinary boundaries. For instance, the curriculum incorporates modules that encourage the application of computational thinking in commerce, data analysis in business administration, and entrepreneurial skills such as e-commerce and business communication for computer science and application streams. Interdisciplinary workshops, like the IT Application and Graphic Design Workshop, expose commerce and Business administration students to tools such as Adobe Photoshop and CorelDRAW, facilitating practical skills that enhance their learning across traditional boundaries. By fostering a learning environment that encourages exploration and integration of diverse fields, RGASC prepares students to adapt to varied professional landscapes and complex real-world problems.

#### 16. Academic bank of credits (ABC):

**17.Skill development:**

RGASC is committed to equipping students with essential skills that meet the demands of today's job market, blending technical, entrepreneurial, and cognitive skill-building initiatives across departments. The IT Application and Design Workshop provided non-computer students with hands-on training in Adobe Photoshop and CorelDRAW, enhancing their digital design capabilities. The Entrepreneurial Development Workshop fostered innovative thinking and self-reliance, essential for aspiring entrepreneurs. Additionally, the TCS Youth Employability Program (YEP) emphasized soft skills such as communication, teamwork, and adaptability, preparing students for workplace dynamics. To strengthen technical skills, training on Aptitude Skills and Programming was offered, giving students a competitive edge in technical fields. Two day workshop on "Campus to Career" was organised by Entrepreneurial development cell of the college. The Commerce Department organized a GST Workshop, which focused on tax regulations and compliance, enabling commerce students to understand essential financial and legal aspects of business operations. The BBA Department introduced students to modern Banking Technologies, enhancing their understanding of financial systems. Furthermore, the NSS Unit conducted Memory Skills Training, promoting cognitive development and enhancing study efficiency. Through these diverse workshops and training sessions, RGASC empowers students to become well-rounded, industry-ready professionals.

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

At RGASC, the Indian Knowledge System is deeply valued and integrated into our academic and co-curricular activities, enriching students' understanding of language, culture, and heritage. Teaching in Indian languages and promoting cultural awareness are key elements of this approach, supported by the Tamil and English Departments through initiatives like essay and poetry writing competitions that allow students to explore linguistic creativity and cultural expression. Additionally, to commemorate significant national events, a webinar on 'Sunthanthira Thina Amutha Peru Vizha' was organized, enhancing students' knowledge of India's journey to independence and its enduring impact on society. Students also participated in essay and poster-making competitions on themes related to language and culture, with prize winners honored at Raj Niwas, fostering a sense of pride and recognition. By encouraging active engagement with Indian languages, traditional cultural

values, and online courses on indigenous knowledge, RGASC cultivates a learning environment where students connect with their cultural roots while developing a strong foundation in modern knowledge systems. Events like 'Language and Culture' further reinforce these connections, ensuring students graduate with an appreciation of India's rich cultural diversity and linguistic heritage.

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

RGASC is committed to implementing Outcome-Based Education (OBE), a student-centered approach that ensures all academic programs are structured around clear, measurable outcomes. Our curriculum is designed with specific learning outcomes aligned to each course, enabling students to acquire relevant skills, knowledge, and competencies essential for their future careers. Faculty members set clear objectives at the start of each course, detailing what students are expected to achieve by the end, while continuous assessments track their progress in real time. This results-oriented approach prioritizes skill acquisition, critical thinking, and practical application, equipping students to meet industry standards. Additionally, by incorporating interdisciplinary projects, internships, and workshops—such as IT Application, Design, and Entrepreneurship—RGASC fosters hands-on learning experiences that prepare students to thrive in a dynamic work environment. The OBE framework not only enhances academic performance but also empowers students to excel in personal and professional capacities, ensuring they emerge as confident, capable graduates.

#### **20.Distance education/online education:**

Post-COVID, RGASC has made significant strides in integrating online learning and digital resources into the academic framework. Every teacher now utilizes Google Classroom to share a wealth of e-learning materials with students, ensuring continuous access to resources and enhancing self-paced learning. In addition, 2-credit allocation for online courses in the BSc Computer Science and BCA programs, students are encouraged to explore MOOCs in high-demand topics such as Python programming, Digital Marketing, Data Analytics, AWS, Web designing tools, Java, MySQL, IOT, Cloud computing Ethical hacking and Macros in Excel. Platforms like Coursera, Alison, LinkedIn Learning, Google Digital Garage, Microsoft Learn, Khan Academy and Udemy provide these courses, supporting students in acquiring up-to-date technical and analytical skills. This shift toward digital and blended learning has empowered students to take control of their learning journey, enabling them to stay connected with the latest industry developments and preparing them for a rapidly evolving job market.

## Extended Profile

<b>1.Programme</b>	
1.1	<b>5</b>
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1	<b>297</b>
Number of students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.2	<b>82</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	<b>297</b>
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	<b>33</b>
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>



3.2	33
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 4. Institution

4.1	19
Total number of Classrooms and Seminar halls	
4.2	1,39,65,233
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	100
Total number of computers on campus for academic purposes	

### 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 Pondicherry University, Puducherry, and strictly adheres to the curriculum designed by Pondicherry University. Effective curriculum delivery is ensured by preparing the academic calendar which would productively direct the entire academic session. The Head of the Institution conducts a meeting at the beginning of each semester to schedule the semesters as per the Academic Calendar. As per plan, the curricular, co-curricular and extracurricular activities were implemented for effective implementation and delivery of curriculum. Intra-departmental meetings for the review of the teaching, planning of unit tests, seminars, etc. are also conducted. Assignments, seminars and projects are given to the students 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. Industrial visits, Field visits, Internships, on-job trainings were arranged to ensure outcome-based education.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://rgasc.edu.in/academics.html">https://rgasc.edu.in/academics.html</a>

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/each semester 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 in academic calendar

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://www.rgasc.edu.in/assets/file/1.Calendar/Calendar%202022-23.pdf">http://www.rgasc.edu.in/assets/file/1.Calendar/Calendar%202022-23.pdf</a>

**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**

C. Any 2 of the above

Courses Assessment /evaluation process of the affiliating University	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded
<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>	
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)	<a href="#">View File</a>
<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>	
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b>	
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 )	<a href="#">View File</a>
<b>1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</b>	
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	<a href="#">View File</a>

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

The Institution integrates Cross-cutting issues of the society like Moral Values, Human Values, Professional Ethics, Ethical Values, Gender Equality, Environmental Awareness. Moral Values, Human Values & Professional Ethics

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.

The Curriculum is set in such a way that the students will be able to understand the importance of ethics and values in their personal, social & professional life after studying these courses. 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.

**Gender Sensitization**

The college has Women's Grievance Cell and Grievance Redressal Cell to provide counseling to students, promoting gender equality and equity among students and also deal with related issues of safety and security of female students, staff and faculty.

Our campus is secured with CCTVs at various places of the campus to maintain safety of the girl students.

Every year a department takes in-charge to celebrate "Women's Day" in which eminent female speakers are invited to give inspiration to the female students.

**Environment**

The course "Environment Studies" which is related to ecosystem, its balance & sustainability is an integral part of the curriculum for the second year students. College celebrates the day of National importance of Environment such as Water day, Earth day, Environment day and Ozone day.

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	<a href="#">View File</a>

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

4

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

237

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 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**

**C. Any 2 of the above**

File Description	Documents
URL for stakeholder feedback report	<b>No File Uploaded</b>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<b>No File Uploaded</b>
Any additional information(Upload)	<a href="#">View File</a>

**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	<a href="#">View File</a>
URL for feedback report	<a href="https://rgasc.edu.in/assets/igac/Students%20and%20teacher%20feedback%202022%202023.pdf">https://rgasc.edu.in/assets/igac/Students%20and%20teacher%20feedback%202022%202023.pdf</a>

#### 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	<a href="#">View File</a>

### 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

144

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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-Menteesystem, the mentors identify the students as slow learners and advanced learners based on the prerequisite tests, class interaction and test 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 learners to 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 areas also. 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	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
894	32

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

RGASC strongly holds the principle of student-centric learning. To feed this principle, students are exposed to experiential learning which focuses on hands-on, real-world experiences which prioritize the interests, needs and autonomy of the students.

The institution practices the teaching methodology which focuses on imparting education through student centric approach. This methodology helps to transform the students from being relegated to the role of passive recipients to active and involved stakeholders, apart from boosting their confidence and encouraging independency. Teachers make classes as interactive as possible and encourage the students to think and have innovative thoughts and novel interpretations to make it a student-centric classroom. Audio-Visual methodology, Labs, Google Classroom, Industrial Visits, Field Work and Projects are some of the means utilized by the Departments to provide experiential and participative learning. Internal assessments are planned so as to encourage the students to work independently. Written Assignments are required to be submitted by the students



Seminars, which form the second component of internal assessment, help students present their assignments before the entire class helping them overcome stage fear and develop oratory prowess.

Courses such as BBA, BCA, B.Sc Computer Science, B.Com and BCM involve the student in the field work, internship, projects and so on which help students acquire experiential learning and problem solving ability.

Discussions and debates on contemporary issues are encouraged so that students can reflect and analyse by eliciting responses to the subject through discussion.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

Today, it is essential for the students to learn and master the latest technologies in order to be corporate ready. The following tools are used by the Institute as ICT Tools:

1. Projectors, projectors are available in different labs, classrooms, and Seminar Hall. This tool has been by the teachers to enrich the cognitive standard of the students
2. Desktop and Laptops are arranged at the Computer Labs and Faculty rooms .
3. Printers - They are installed at Labs, and in prominent places (Principal Chamber and Office).
4. Photocopier machines - Multifunction printer is available. Photostat machine is available in campus.
5. Scanners are available at prominent places.
6. Seminar Room is equipped with all digital facilities.
7. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom. In spite of some lacunae in using these tools, they are

really a boon during the Covid-19, pandemic period to continue with the classes.

Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors..

Seminar Hall and Labs are digitally equipped where guest lectures, expert talks and various competitions and programmes are regularly organized for students.

Video Lecture-Recording of video lectures is made available to students during the lockdown period and even for offline classes for long term learning and future referencing.

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	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://rgasc.edu.in/complab.html">https://rgasc.edu.in/complab.html</a>

### 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.	<a href="#">View File</a>
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**

33

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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**

357

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**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.

In order to ensure transparency in internal assessment, the system of internal assessment is communicated to the students well in advance. Internal Assessment is conducted for both theory and practical papers prescribed for the students by Pondicherry University. The Principal holds meetings of the faculty members and directs them to ensure effective implementation of the evaluation process. Students admitted are assessed continuously through various evaluation processes at college and University level. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments, Internal examinations, Model Examinations, Field Visits / Field Works and Seminar Presentations. Unit tests are conducted regularly as per the schedule of the academic calendar. The weightage for the unit tests varies as per the department and faculty. The performance of the students is displayed on the Notice board and communicated to the students. Personal guidance/assistance is given to the poor performing students after their assessments. Students appearing for Second /third year are asked to deliver the seminars for the concerned subject. Topics are given by their teachers to the students to prepare power point presentations. 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. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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. 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 grievances which the students find regarding 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 student cannot show themselves up for the next test. The best out of two will be taken for the internal marking/evaluation.. In case of any difficulty regarding the assessment, the faculty members are always ready to help out the students to come out of the difficult situations.

File Description	Documents
Any additional information	No File Uploaded
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.

At RGASC, both teachers and students are well-informed about the Program Outcomes (POs) and Course Outcomes (COs) associated with the programs offered by the institution. These POs and COs are described in detail in the syllabus provided by Pondicherry University, ensuring clarity and alignment with academic standards. Discussions on POs and COs are conducted during academic council and department meetings, where staff communicate these objectives effectively to students. Additionally, during mentor-mentee sessions, students are informed about the expected competencies, fostering a focused learning environment. The college has also made this information readily accessible on its website, allowing students and faculty to refer to it at any time. This emphasis on POs and COs enhances the overall educational experience and encourages students to take ownership of their learning journey.

Orientation Programme At the beginning of the first semester, RGASC

conducts an orientation program to welcome new students, covering essential aspects such as academic expectations, the college code of conduct, and co-curricular and extracurricular opportunities. Students are informed about various support services, including the grievance redressal system, anti-ragging and anti-sexual harassment cells, and the availability of scholarships. The program also introduces the mentor-mentee system, designed to guide students through their academic journey. Emphasizing goal-setting and a holistic approach, the orientation provides students with a comprehensive understanding of the college's resources, fostering a supportive environment for personal and academic growth.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.rgasc.edu.in/academics.html">https://www.rgasc.edu.in/academics.html</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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.

Courses of the College are defined highlighting the course objectives, programme specific objectives and programme outcomes. This provides a comprehensive understanding to the student right at the beginning of the course as to what should be the primary focus. It also helps them in selfevaluating their performances at the conclusion of the course. 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.

The attainment of Programme Outcomes and Course Outcomes are evaluated through various Levels:

1. Results of the students,
2. Feedback obtained through SSS,
3. Students Progressing to Post Graduation and higher studies,
4. Passing through Competitive Examinations

**5. Placement of Students in jobs.**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

**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**

288

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

**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)**

<https://rgasc.edu.in/assets/iqac/SSS%202022%20-%202023.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)	<a href="#">View File</a>

### 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)	<a href="#">View File</a>
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

31

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

### 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

0

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

### 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

0

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

### 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

We at RGASC are dedicated to fostering holistic development among its students by integrating both curricular and extracurricular activities into the academic experience. The college curriculum is designed to provide a solid foundation in academic knowledge, while various extracurricular programs and extension activities such as NSS, NCC activities, sports, cultural events, and clubs, promote leadership, teamwork, and creativity and service mindset among the students. This balanced approach ensures that students not only excel academically but also develop vital life skills, emotional intelligence, and a strong sense of community. By nurturing both intellectual and personal growth, RGASC prepares students to become well-rounded individuals capable of thriving in diverse environments. This is ensured by conducting many extension activities through RGASC NSS Volunteers team in the adopted village and in the neighborhood community. This becomes a win-win situation by

sensitizing our students to social issues and also for their personal growth.

File Description	Documents
Paste link for additional information	<a href="https://rgasc.edu.in/nss.html">https://rgasc.edu.in/nss.html</a>
Upload any additional information	<a href="#">View File</a>

### 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

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
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

25

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

#### 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

65

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

### 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

02

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

#### 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

02

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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 classrooms for all the five course (B.Com, BCM, BBA, BCA and B.Sc). Each classroom has enough space for the students to occupy.

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 it at the scheduled time between 9.30AM and 5.30PM

5. The College has an Auditorium/Conference Hall where important programmes would be conducted and they are also provided with ICT facilities

6. Cafeteria is run inside the College Campus to cater to the needs of the students and the faculty members.

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. 11. The campus has the facilities for the differently abled.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://rgasc.edu.in/index.html">https://rgasc.edu.in/index.html</a>

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. The institution has a separate room for Physical Education. 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 and can take rest till they are picked up by the family members or till the end of college hours or until they feel good.

The Physical education room has indoor as well as outdoor games. It has the facility of sports materials which can be used for both indoor and outdoor games. The College has a sprawling playground for outdoor games which is utilized by the students who are eager to practice and participate in many sports and games. Indoor games like table tennis, chess, caroms are available. The students are trained periodically based on their aptitude and ability. Students are trained in outdoor sports and are motivated to participate in intracollegiate, intercollegiate, state level and university level competitions. Students are trained in volley ball, throw ball, hand ball, knocko, kabadi and cricket.

Every year, the college celebrates Cultural & Fine-Arts Day to bring out the talents of the students in all the fields (extra-curricular activities) which includes singing, dancing, mimicking, enacting dramas, etc,. There are many occasions where the students can exhibit their speaking and writing skills when there are some competitions conducted for Speech (Elocution) and Writing (Essay writing) in and out of the college.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://rgasc.edu.in/deptphy.html">https://rgasc.edu.in/deptphy.html</a>

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

19

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

19

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://rgasc.edu.in/assets/pdf/info/ICT%20%20SEMINAR%20HALL.pdf">https://rgasc.edu.in/assets/pdf/info/ICT%20%20SEMINAR%20HALL.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

#### 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)

70,62,485

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 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 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 the near future.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

## 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)	<a href="#">View File</a>

## 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)

19,820

File Description	Documents
Any additional information	No File Uploaded
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)	<a href="#">View File</a>

**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	<a href="#">View File</a>

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

1. The Institution is offering two Computer courses: Bachelor of Computer Applications and B.Sc., Computer Science. Both courses are provided with a well-established and well-furnished computer Laboratories. There are 100 computers working in a good condition. The institution provides technologies and update its ICT facilities to ensure efficient functioning. The computers are maintained by the Lab Technician, and regularly updated..

2. 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 to help students and faculty to carry out their academic and other work. Lab assistants are available to support students and faculty in their queries.

3. The institute has total 86 computers

4. NMEICT

5. 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 WiFi 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	<a href="#">View File</a>
Paste link for additional information	Nil

**4.3.2 - Number of Computers**

100

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	No File Uploaded

**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)**

70,62,485

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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.

The institute adopts standard established systems and procedures for maintaining the physical, academic and support facilities, which are mentioned as below: Procedure for maintaining equipment and furniture  
 Procedure for maintaining and utilizing physical, academic and support facilities - Laboratory, Library, Sports complex, Computers, Classrooms etc.

Annual maintenance is provided for maintenance of computers, Printers, Photocopy Machine, CCTV, Water coolers/filters, gardening, cleaning etc. Maintenance of Book is taken care of by the Assistant Librarian who is in-charge of the Library. The Lab Incharge or the concerned teacher/staff maintain the record of equipments, any other material and furniture. In case of any breakdown/repair the Lab Incharge or Concerned teacher/Staff Contact the vendor from whom the equipment is purchased and get the equipment checked for the fault. After inspection the Lab Incharge then take the inspector report from the maintenance person and as per the report forward submission to Principal for approval.

The Physical Education department is taken under the in-charge of the Director of Physical Education. Maintenance and repair of Library and sports related material is done through regular approved vendor.

Laboratory Maintenance: In case maintenance of equipment arises, the concerned laboratory-incharge issues a maintenance request to the "Purchase Committee" through the Department head.

The Stock Registers for the Laboratories and Library are well maintained in the concerned departments and library. There is a Stock Register Verification Committee which verifies and approves each academic year.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://rgasc.edu.in/index.html">https://rgasc.edu.in/index.html</a>

**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

250

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)	<a href="#">View File</a>

### 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)	No File Uploaded

**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**

**A. All of the above**

File Description	Documents
Link to institutional website	<a href="https://rgasc.edu.in/gallery.html">https://rgasc.edu.in/gallery.html</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

250

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

250

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted 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**

A. All 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	<a href="#">View File</a>
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

26

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	<a href="#">View File</a>

### 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

45

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	No File Uploaded

### 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	<a href="#">View File</a>
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.**

105

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

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 for the students to participate in a wide range of co-curricular, extra-curricular, social, sports and community development activities. The interested students grab these opportunities and make use of the opportunities to hone their skills and talents. : 1.Various competitions throughout the year. 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.

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 happening in various areas in some of the decision-making processes. The representation of students at all levels is assured and well-noted.

File Description	Documents
Paste link for additional information	<a href="https://rgasc.edu.in/index.html">https://rgasc.edu.in/index.html</a>
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**

105

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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)	No File Uploaded

#### 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. The work is under process to get the Alumni Association registered. Many of our Alumni who are placed in various esteemed institutions directly and indirectly take part actively and involve themselves in the developmental process of our institution. Their significant contribution by their active involvement has direct effect to have a positive mindset of the present students of our institution. Once the Association gets registered the participation of our Alumni will be more.

File Description	Documents
Paste link for additional information	Nil
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	No File Uploaded

#### 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	<a href="https://rgasc.edu.in/index.html">https://rgasc.edu.in/index.html</a>
Upload any additional information	<a href="#">View File</a>

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.

Following committees are constituted in accordance with the government guidelines. Internal Quality Assurance Cell (IQAC) :The IQAC Committee is allocated the responsibility of overall proceedings of the intitution with the Principal as the Head of the Committee andthe Coordinator and the members are part of the 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)

Environment Awareness ,

Green Audit and Garden committee

Students Grievance Redressal Committee

Purchasing and Building Maintenance Committee

College & Students Monitoring Committee Sports Committee

Time Table Committee

Admission Committee

Sexual Harassment Prevention & Women's Grievance Redressal Committee

College API committee

Annual Prize Distribution Committee

Anti-Ragging Committee

Cultural Events Committee

Placement and career counselling cell

Discipline Maintenance committee

SC/ST & Equal Opportunity Committee

Class Room Mentors

Teacher-Parent Meet Committee

RRC & YRC Students Level

For the development of students, various committees are established at

college level. Students are empowered to play important role in different activities. Functioning of different roles and responsibilities at various committees reinforces decentralization

File Description	Documents
Paste link for additional information	<a href="https://rgasc.edu.in/index.html">https://rgasc.edu.in/index.html</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Every academic year the Administration and Academic needs are planned meticulously

### Student Admission and Support

Every year the admission to all the Arts and Science courses are being done by the Centralised Admission Committee (CENTAC).

### Administration

The budget is prepared in April of the previous year for the expenditure to be incurred in the forthcoming financial year.

### Curriculum Development

Curricula for the courses are planned by the concerned Boards of studies of the Affiliating University which is the Pondicherry University.

### Teaching and Learning

The teachers make the students to find themselves involved in their learning. The teachers use some strategies and innovative methods to make the students active learners.

### ICT

The Institution has ICT enabled classrooms. The teachers are digitally literate and they use the tools in an effective way.

### Research and Development

The Principal/the Management encourages the faculty members to publish books and research articles. The faculty members are also encouraged to participate in Faculty Development Programmes, Workshops, Seminars, Conferences, Symposiums, Short term courses,

**Examination and Evaluation** The Examinations are conducted as per the direction of the Pondicherry University as the institution is affiliated to Pondicherry University.

### Library

Library books are purchased on a yearly basis and a somenumber of books are donated by organizations and well-wishers.

### Infrastructure

Theinstitution has well-furnisher classrooms with some of the classrooms provided with ICT tools facility. It also has anICT enabled Seminar Hall to conduct various programmes for the students

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="https://rgasc.edu.in/index.html">https://rgasc.edu.in/index.html</a>
Upload any additional information	No File Uploaded

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 Principalimplements 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 in the 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 rules are in place. Promotions are, however, pending. To ensure that all policies that are to be implemented within the college is done, the college has the following Cells and Committee: IQAC, NSS cell, Red Ribbon Club, ICC, Alumni Association, Parent Teachers' Association, Placement Cell, Examination Cell, Cultural Committee and Counseling Cell.

File Description	Documents
Paste link for additional information	<a href="https://rgasc.edu.in/gbody.html">https://rgasc.edu.in/gbody.html</a>
Link to Organogram of the Institution webpage	<a href="https://rgasc.edu.in/officeadmin.html">https://rgasc.edu.in/officeadmin.html</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

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

The Institution 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

## . 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	<a href="https://cooperative.py.gov.in/downloadable-form">https://cooperative.py.gov.in/downloadable-form</a>
Upload any additional information	No File Uploaded

### 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)	<a href="#">View File</a>

**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)	<a href="#">View File</a>

**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**

16

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	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

#### 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	Nil
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 Institution is carried out by a Chartered Accountant appointed by the Pondicherry Society for Higher Education. The audit provides suggestions and instructions for maintaining the accounts. The verified details of the accounts is subjected to external audit by the Comptroller Auditor General, Tamilnadu and Puducherry



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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)	<a href="#">View File</a>

#### 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 all aspects including salary, Infrastructure, student welfare. The financial resources are being optimally utilised and are audited periodically.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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 one of the faculty members as the CoOrdinator and faculty as the members. The IQAC has been formulated and constituted as per the direction of NAAC. 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 submitted on time to NAAC till 2021. Due to the pandemic, the AQAR submission for the academic year 2021-2022 has been submitted. The meeting focuses on the quality enhancement and sustenance in education through individual attention, mentoring in academics, personal and social aspects of students. The Committee focuses on the qualitative development in the Academic Progression of the students by encouraging and guiding them to pursue their higher studies and help the students to be placed in esteemed institutions through Placement Cell. The Committee through other sub-committees organised various career development programs for the students to improve the quality of the students.

File Description	Documents
Paste link for additional information	<a href="https://rgasc.edu.in/iqacl.html">https://rgasc.edu.in/iqacl.html</a>
Upload any additional information	No File Uploaded

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, the academic calendar for the institution is prepared by the IQAC in the beginning of the academic year. The IQAC meetings are conducted periodically. The meetings are spread across the semester-beginning, mid and before the End-Semester examinations. The internal examinations are conducted as per the schedule and the evaluations for the same are carried out at the completion of each 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 of education as well as the teacher student relationship.

File Description	Documents
Paste link for additional information	<a href="https://rgasc.edu.in/igac1.html">https://rgasc.edu.in/igac1.html</a>
Upload any additional information	No File Uploaded

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

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://rgasc.edu.in/igac1.html">https://rgasc.edu.in/igac1.html</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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

The Institution is mainly committed to students employability. This the institution achieves through many campus placements by giving previous 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 holistic manner. 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 been increased, 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 a greater number of students complete their courses and have a better chance of employment. Page

File Description	Documents
Annual gender sensitization action plan	Nil
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	<a href="https://rgasc.edu.in/assets/pdf/info/GIRLS'%20RETIRING%20ROOM%20-%201.pdf">https://rgasc.edu.in/assets/pdf/info/GIRLS'%20RETIRING%20ROOM%20-%201.pdf</a>

**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	No File Uploaded

**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 providing them continuous sensitisation programme about Solid Waste Management. Through the papers prescribed in their syllabus "Environmental Studies", the faculty members informed and made the students to realise and aware of the necessity of Solid Waste Management. This paper included in the curriculum for all the courses irrespective of the departments. This paper is made compulsory as it is thought of an onerous responsibility of all the citizens to be aware of one's own environment. As it is realised the

importance of practice, separate bins have been 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	Nil
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**

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

**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	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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	<a href="#">View File</a>

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).

The Institution organizes national and international commemorative days, events and festivals. The N.S.S unit of the College 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 during the celebration.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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 and Republic 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 will be on the importance of values, rights, duties and also responsibilities 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 responsibilities of the citizens

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
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 commemorativedays, events and festivals. The N.S.S unit of the College and thePhysical Education Department organizes the celebration ofRepublic Day and Independence Day events every year. The collegetakes special pride in making its students more civic andpatriotic. To this end every year Independence Day, Republic Dayand de facto days are celebrated in the campus with flag hoistingand a special talk highlighting the effort and selfless sacrificeour forefathers put in.Pongal is celebrated in pomp and show whereall the departments of the college make their own pongal in thecampus. This instills in the students a sense of belonging andalso unity and cooperation. The cultural heritage is kept in



mind during the celebration.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	<a href="#">View File</a>
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 and psychological well being during their course of study. Each teaching faculty has to mentor approximately 28 students throughout their course of study in the college. The teachers being mentors gained more understanding of the psycho-social background of the 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 the teachers.

**2. Environmental values and social responsibilities** 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 responsibilities. 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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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

**RURAL STUDENTS EMPLOYABILITY**

1. The Institution is mainly committed to students employability. This the institution achieves through manycampus placements by giving previus training in the areasthe students are in need of.
2. The college is committed to educating women hailing fromrural backgrounds and to helping develop themselves in aholisticmanner. To this end, the following initiatives havebeen undertaken.
3. The courses such as B.Com (General), B.Com (CorporateManagement), BCA, BBA and B. Sc (Computer Science) have beenstarted having the rural students as the focus and toinitiate and provide job opportunities to them.
4. The number of seats in all the five Departments havebeenincreased, so that a greater number of rural studentswill have access to education in the vicinity around wherethey live and do not have to make long journeys into thetown.
5. The mentor-mentee system and the Counseling Sessions havehelped the students, from the economically poor familybackground, to continue their studies as the students mayquit their studies because of their financial and familysituations. This ensures that a greater number of studentscomplete their coursesand have a better chance ofemployment.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.3.2 - Plan of action for the next academic year**

**Plan of Activities for the Academic Year 2023-2024 Academic Initiatives:** 1. Curriculum Enhancement: It is planned to Implement the National Education Policy (NEP)

2. Skill Development Programs: Our college has well-wrought plans to organize workshops on IT applications, entrepreneurship, andsoft skills, alongside specialized training in multimedia, graphic design, and Tally.

**Research Promotion Activities:**

3. To promote research activities among Teachers and students, our college encourages faculty and students to present research papers at conferences and research projects as part of the curriculum.

**Extracurricular Activities:** 4. **Cultural Events:** The Culturals & Fine Arts Committee has come up with a plan to host a fine arts day with student performances and competitions.

5. **Sports and Wellness Programs:** Plan sports meets and wellness workshops focusing on mental wellness, including a weekly wellness clinic in collaboration with TYCL and drug addiction awareness campaigns. The institution also encourages students to participate in intercollegiate & off-campus sports competitions.

**Environmental Initiatives:**

6. Through NSS & Eco Club the students and faculty are encouraged and engaged to continue tree plantation.

The college houses a well-established vegetable garden and implement programs to save energy and water, including awareness campaigns on conservation practices.

**Community Engagement:** 7. **Alumni Engagement:** Register the Alumni Association for mentoring and career guidance workshops.

**Industry Collaborations** 8. Strengthen partnerships for internships, including TCS YEP and Lenovo, while pursuing more MoUs with local startups. **Academic Support Services:** 9. **Library and E-Resources:** Enhance library resources and conduct training sessions on e-resource utilization. 10. **Online Learning Enhancements:** Utilize Google Classroom for tailored learning and encourage completion of online courses for academic credit.