



# **YEARLY STATUS REPORT - 2020-2021**

## **Part A**

### **Data of the Institution**

#### **1.Name of the Institution**

**RAJIV GANDHI ARTS AND SCIENCE COLLEGE**

- Name of the Head of the institution **Dr. Cheryl Ann Gerardine Shivan**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **04132618180**
- Mobile No: **09442992223**
- Registered e-mail **officergasc@gmail.com**
- Alternate e-mail **iqacrgasc@gmail.com**
- Address **Nallavadu Road**
- City/Town **Thavalakuppam**
- State/UT **Puducherry**
- Pin Code **605007**

#### **2.Institutional status**

- Affiliated / Constitution Colleges
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **Grants-in aid**
- Name of the Affiliating University **PONDICHERRY UNIVERSITY**
- Name of the IQAC Coordinator **Mrs Arularasi P**
- Phone No. **04132618180**
- Alternate phone No. **04132618180**
- Mobile **09159314018**
- IQAC e-mail address **iqacrgasc@gmail.com**
- Alternate e-mail address **officergasc@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

[http://www.rgasc.edu.in/assets/file/2.AQAR/AQAR\\_RGASC\\_2019-2020.pdf](http://www.rgasc.edu.in/assets/file/2.AQAR/AQAR_RGASC_2019-2020.pdf)

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

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

[http://rgasc.edu.in/assets/file/1.Calendar/Calendar2020\\_2021.pdf](http://rgasc.edu.in/assets/file/1.Calendar/Calendar2020_2021.pdf)

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.01</b>	<b>2016</b>	<b>16/09/2016</b>	<b>15/09/2021</b>

**6. Date of Establishment of IQAC**

**17/10/2016**

**7. Provide the list of funds by Central / State Government**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>INSTITUTION</b>	<b>INFRASTRUCTURE GRANT</b>	<b>STATE GOVERNMENT</b>	<b>2020-2021</b>	<b>1218614</b>

**8. Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

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

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

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

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

- If yes, mention the amount

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

1. Gsuite was subscribed to and each faculty was provided with an address through which classroom activities could be conducted

2. Five programmes were conducted by the concerned departments despite the pandemic under the auspices of the IQAC

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

4. One camp was conducted in the adopted village of Andayarpalayam and the NCC unit participated in the Republic and Independence Day parades and attended swimming training. Webinars were also extensively conducted

5. Mentor-Mentee System was kept intact and continuous guidance was given to the students during the pandemic

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

Plan of Action	Achievements/Outcomes
To Motivate the students to progress in their academics including the performance in classroom activities and examinations despite the pandemic	Effective online classes helped achieve 100 percent pass
To provide Gsuite / Google Workspace to conduct online classes	Gsuite was subscribed to and each faculty was provided with an address through which classroom activities could be conducted
To conduct regular IQAC meetings and to ensure that the institution maintains its quality	Five programmes were conducted by the concerned departments despite the pandemic under the auspices of the IQAC
To make the student community aware of and to participate in green initiatives	A herbal garden was revived and a plastic-free environment was successfully advocated
To conduct extension activities through NSS and NCC	One camp was conducted in the adopted village of Andyarpalayam and the NCC unit participated in the Republic and Independence Day parades and attended swimming training. Webinars were also extensively conducted.

**13. Whether the AQAR was placed before statutory body?**

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

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

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	RAJIV GANDHI ARTS AND SCIENCE COLLEGE
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• Designation	Principal
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<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://rgasc.edu.in/assets/file/1.Calender/Calendar2020_2021.pdf">http://rgasc.edu.in/assets/file/1.Calender/Calendar2020_2021.pdf</a>				
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
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been uploaded on the institutional website?	
<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>	No
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
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No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

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



Year	Date of Submission
2021	05/03/2022

**15.Multidisciplinary / interdisciplinary****16.Academic bank of credits (ABC):****17.Skill development:****18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)****19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):****20.Distance education/online education:****Extended Profile****1.Programme**

1.1 Number of courses offered by the institution across all programs during the year	5
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File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1 Number of students during the year	299
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File Description	Documents
Data Template	<a href="#">View File</a>

2.2	148
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	265
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	32
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	32
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	17
Total number of Classrooms and Seminar halls	
4.2	6,55,905
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	86
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. As per plan, the curricular, co-curriculum and extracurricular activities were implemented for effective implementation and delivery of curriculum. The following measures were undertaken for effective delivery of the university curriculum. The Timetable committee prepares the timetable as per the workload of the individual faculty for the academic session. A comprehensive teaching plan is prepared by each department and teacher which includes the delivery of lectures, tutorials and practical.

The Principal addresses the newly admitted students for the academic year in an "Induction Program". This programme orients the students about the facilities and welfare schemes availability, code of conduct and discipline, remedial classes for slow learners, co-curricular and extra-curricular activities.

- The faculty members take a few lectures on the introduction of the curriculum.
- Unit Tests are conducted periodically and the results are displayed and discussed with the students in the class room.
- Periodical meetings of Heads of Departments are held with the Principal to review and discuss the curriculum delivery.
- 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 arranged to give exposure to the current trends and the latest subject knowledge.

- ICT is used for effective teaching-learning by the teachers of various departments.

The departments organize study tours, field project, on-the job training and industrial visits for students' exposure to practical knowledge.

- The faculty members encourage the students to read the reference books and make use of e-resources available to update and enhance their subject knowledge.

UGC sponsored Career-Oriented Courses are

provided to the faculty members to enrich their subject knowledge and in turn this will help the teachers to enhance the knowledge of the students. Workshops and Soft Skill programs are also conducted for the overall development of the students. Remedial coaching is given to slow learners. Additional facilities such as personal counseling are provided to slow learners, especially those who are in need of it. Students-Teacher-Guardian Scheme (Mentor-Mentee) is implemented for identifying the problems of the students regarding academic, social and financial issues and try to resolve or find solution for the same.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://www.rgasc.edu.in/academics.html">http://www.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 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 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://rgasc.edu.in/assets/file/1.Calender/Calendar2020_2021.pdf">http://rgasc.edu.in/assets/file/1.Calender/Calendar2020_2021.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 Courses Assessment /evaluation process of the affiliating University**

**C. Any 2 of the above**

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

## 1.2 - Academic Flexibility

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

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

5

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

0

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

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<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, which are inseparable part of our curriculum.

#### 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. These subjects provide free environment for inculcating values and developing ethical competence among the students. It is in response to a long-felt at the same time an urgent need to integrate value education with decision making skills in their personal, social and professional life. The College celebrates special days of National and International importance such as Republic day, Independence Day, Women's day, Teacher's day, Human Rights Day, Science Day, International Yoga Day etc. These celebrations nurture the moral, ethical and social values in the students which are very essential for them to sustain and maintain good values in the society.

#### Gender Sensitization

The college has Women Grievance Cell and Grievance Redressal Cell to provide counseling to students, promote gender equality and equity among students and also deal with related issues of safety and security of female students, staff and faculty. The college campus is secured with CCTVs at various places of the campus to maintain safety and security of the girl students. The institution gives importance to gender equality and conducts programmes addressing the same. 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. The University prescribed this course in the idea of creating awareness and inculcating the importance of environment among students. The basic aim of this subject is to make the students aware of the importance of ecosystem to human life and its interrelationship. The College has a rain water harvesting system. Tree plantation programme has also been conducted to encourage the students to be sensitive to the

environment. College celebrates the day of National importance of Environment such as Water day, Earth day, Environment day and Ozone day. The college also organizes workshops/seminars on Environment to make the students aware of the efficient use of natural resources.

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

5

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	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
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**

**D. Any 1 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
URL for feedback report	<a href="http://www.rgasc.edu.in/assets/file/3.SSS%20-Report/SSS%20RGASC%202019-2020.pdf">http://www.rgasc.edu.in/assets/file/3.SSS%20-Report/SSS RGASC 2019-2020.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	<a href="#">View File</a>
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

207

File Description	Documents
Any additional information	<a href="#">View File</a>
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, the institution believes in outcome-based learning processes, where we identify students as slow learners and advanced learners based on the prerequisite tests, class interaction, test performances.
- The institution gives emphasis on improving the performance of slow learners by providing remedial programmes which are conducted outside the regular class hours. Specifically, for difficult subjects, extra classes are taken for the students who have failed in the exam where the faculty spares extra time to sit with those students individually to cope up with the subject.
- Through a mentor-mentee system all kinds of supports are provided to the slow learners. The strenuous efforts taken by the faculty towards the slow learners has resulted in students' understanding in their chosen domain, improved 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 socio-economic 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.
- Parents of students are informed in case of poor academic performance and psycho-social problems are also addressed whenever necessary.
- 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 and initiatives teach them to strike a perfect balance between academics and extra & co-curricular activities which goes a long way in achieving success in their professional career.
- They are given the opportunity to participate in Paper Presentations, Project Competitions, etc.,. They also help slow learners through peer teaching-learning. We also encourage advanced learners to conduct presentations and seminars to share their knowledge. They are also part of the institute's social responsibility where they support the faculty members by teaching and providing skills to the slow learners.

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
25	1

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

- 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. Since students vary in their ability to comprehend and absorb ideas, whenever it is possible to address the needs and expectations of an individual student, individual care was taken. The teacher facilitates learning by allowing each individual student to comprehend at their personal level by ensuring their involvement in classroom activities so that they can absorb and grasp information at their own pace.
- 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 self-evaluating 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.
- 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 and these need to be done individually by researching on the given topic so as to enhance their

confidence, develop writing skills and hone style, apart from inculcating an interest in research activities.

- 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.
- Apart from these, in addition to the other programmes, the subjects/courses in 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.
- Ability Enhancement, Generic and Skill Enhancement courses are offered (part of the curriculum) to provide and prepare students for life.
- NSS Cell and NCC units have been set-up for the students to participate, integrate and learn.
- Student representation in administration is an important initiative taken by the University. Representatives of students serve as members of some of the committees to involve them in the decision making process and maintain transparency apart from inculcating a sense of responsibility in them.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.rgasc.edu.in/gallery.php">http://www.rgasc.edu.in/gallery.php</a>

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. As a consequence, teachers are combining technology with traditional mode of instruction to engage students for a long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

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 . These tools are used to make the participate in the learning process in a better way.
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. It gives a new arena to experience a new system of learning and the students continue to be in touch with their learning process.
8. Library resources are available

#### Use of ICT By Faculty

- A. PowerPoint presentations - Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped with online search engines and websites to prepare effective presentations.
- B. Seminar Hall and Labs are digitally equipped where guest lectures, expert talks and various competitions and programmes are regularly organized for students.
- C. Online quiz - Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS.
- D. Video Conferencing- Students are counselled with the help of Zoom / Google meet applications.

E. 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.

F. Online competitions - Various technical events and management events such as Poster making, Project presentations, Business quiz, Debates, paper presentations etc. are being organized with the help of various Information Communication Tools.

G. Workshops - Teachers use various ICT tools for conducting workshops

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="http://www.rgasc.edu.in/complab.html">http://www.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	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality**

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

32

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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

14

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

337

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



The college has transparent and robust evaluation process in terms of frequency and mode. 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.

At the entry level, admissions are given purely on merit basis and the lists of merit students are displayed on website through Centralised Admission. Students are made clear about the CBCS pattern followed by the institution. 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.

The method of internal assessment helps the teachers to evaluate the students more appropriately. 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. The seminar presentation improves the communication skills of the students which is very essential to face the interviews. In this way mechanism of internal assessment is transparent and robust.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.rgasc.edu.in/notes.php">http://www.rgasc.edu.in/notes.php</a>

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

- As the Institution is affiliated to Pondicherry University, the evaluation process is also followed by the institution according to the norms prescribed by the University.
- At the entry level, the students are given orientation about the CBCS pattern and evaluation process of the Internal examinations which is also mentioned in the college calendar.
- As the faculty members of the concerned subjects complete the units allotted to them, the students are assessed through continuous assessments such as Unit tests, Seminar Presentations, Powerpoint Presentations, Assignments, Model Examinations, Group Discussions, etc.,
- After the completion of assessment process and examinations, the internal marks are intimated to the students by displaying their marks on the notice board.
- In case of any discrepancies or 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	<a href="#">View File</a>
Link for additional information	<a href="http://www.rgasc.edu.in/assets/file/1.Calender/Calendar2020_2021.pdf">http://www.rgasc.edu.in/assets/file/1.Calender/Calendar2020_2021.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

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

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

Once the students get admitted in the courses, an orientation programme is conducted to make them aware of the outcome of the courses they have joined. This will help the students to chalk out a plan for their future higher studies and job opportunities.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://www.rgasc.edu.in/academics.html">http://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. The attainment of Programme 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	<a href="https://docs.google.com/forms/d/1wkTj0cbCg2hu-aVRo1RjV0V6giMFw1DmSW-o1VKIHKI/viewanalytics">https://docs.google.com/forms/d/1wkTj0cbCg2hu-aVRo1RjV0V6giMFw1DmSW-o1VKIHKI/viewanalytics</a>

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

261

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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)**

[http://www.rgasc.edu.in/assets/file/3.SSS%20-Report/SSS\\_RGASC\\_2019-2020.pdf](http://www.rgasc.edu.in/assets/file/3.SSS%20-Report/SSS_RGASC_2019-2020.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)**

**NIL**

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
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	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
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

5

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

4

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

4

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

**NATIONAL CADET CORPS (NCC) & NATIONAL SERVICE SCHEME (NSS):** The National Service Scheme (NSS) is an Indian government-sponsored public service program conducted by the Ministry of Youth Affairs and Sports of the Government of India. Popularly known as NSS, the scheme was launched in Gandhiji's Centenary year in 1969. NSS is an extension dimension to the higher education system to orient the student youth to community service while they are studying in educational institutions. **AIMS & OBJECTIVES OF NSS:** The main aim of NSS being implemented in the colleges is to develop the personality of students through Community service. The objectives of NSS are:

- To understand the community in which they work
- To understand themselves in relation to their community
- To identify the needs and problems of the community and involve them in problem solving process.
- To develop among themselves a sense of social and civic responsibility
- To utilize their knowledge in finding practical solution to individual and community problems
- To develop competence required for group-living and sharing of responsibilities
- To gain skills in mobilizing community participation
- To acquire leadership qualities and democratic attitude
- To develop capacity to meet emergencies and natural disasters
- To practice national integration and social harmony

The NSS unit functioning in the Rajiv Gandhi Arts and Science College has created awareness among students and involve them in

many activities to realise their potentials. It has been conducting Camps in the adopted village and helps in developing the social responsibility among the students and the people of that community. It tries to understand the problems of that place and community and try to offer a possible solution and ideas to the same.

The NCC unit is also functioning in the institution to cater to the needs of the students and to bring out the potentialities of the students. It develops a sense of discipline and confidence in the minds of the students. It creates self-discipline and problem-solving skills among the students. It develops the whole personality of the students who can confidently pursue their future.

File Description	Documents
Paste link for additional information	<a href="http://www.rgasc.edu.in/nss.html">http://www.rgasc.edu.in/nss.html</a> & <a href="http://www.rgasc.edu.in/ncc.html">http://www.rgasc.edu.in/ncc.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

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 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

50

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

74

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<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. It has enough ventilation facilities. The classrooms are well-equipped with blackboard, ICT facilities (whenever it is necessary). Each classroom has enough number of tables and chairs for the students to comfortably make use of them to sit.
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 air-conditioned 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="http://www.rgasc.edu.in/index.php">http://www.rgasc.edu.in/index.php</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. The Director of Physical education possess Doctorate who is also an international referee. The Director of Physical Education is also acting as the NCC Officer who trains the students in the most disciplined manner. As the institution consider the physical strength and good health of the students, in addition to the mental well-being, as important, it conducts Sports Meet every year, apart from the competitions conducted outside the college, to motivate and encourage the students to participate. It weeds out the monotonous tone of only studies as important. In this way, physical education makes the students to take a breathe of ease to come out of the stressful tone of academic works.

Students are encouraged and are given opportunity to participate in the cultural competitions and events organised by the college and intra collegiate competitions. It gives the opportunity to show case the talents and potentials of the students who have many other talents other than academic works. Every year, the college celebrates Annual Day Programmes and 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="http://www.rgasc.edu.in/playgr.html">http://www.rgasc.edu.in/playgr.html</a> & <a href="http://www.rgasc.edu.in/deptphy.php">http://www.rgasc.edu.in/deptphy.php</a>

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

6

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

6

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

#### 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)

967770

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
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	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://www.rgasc.edu.in/lia.html">http://www.rgasc.edu.in/lia.html</a>

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

**84160**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
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**

**23**

File Description	Documents
Any additional information	<a href="#">View File</a>
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 86 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 Wi-Fi zones at various locations such as Reading halls, Department corridors, at the office and the Principal Chamber. Staff can access this facility on their Laptops and mobile phones by registering themselves. The institute has currently state-of-art Wi-Fi access points to provide the Wi-Fi internet access through Wi-Fi zones.

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

#### 4.3.2 - Number of Computers

86

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

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

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

## 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)

967770

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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. The Physical Education maintains a well-equipped for indoor games and outdoor sports activities with adequate sports materials.

There are college level committees that look after the various aspects of the utilization and maintenance of the physical, academic and support facilities. The working policies of these committees are explained below in the form of flowcharts indicating the communication and work flow for smooth working of these facilities.

#### Laboratory Maintenance:

In case maintenance of equipment arises, the concerned laboratory-incharge issues a maintenance request to the "Purchase Committee" through the Department head. Based on the request, the equipment maintenance work is assigned to third party equipment experts. These experts carry out the repair/maintenance of the equipment and all such records are maintained in the history card of the equipment. Following information indicate the standard procedure adopted for maintenance of laboratory equipments.

The Purchase Committee calls for quotations for the materials to be purchased and decide on the purchase based on the quotations.. The Processing of bills for the equipments and materials are well-maintained.

Each department is allocated a budget for the purchase of books every year. The requirement of books is enquired by the Head of the Institution through the circular sent to each department. The Librarian provides the requirement of books, journals and magazines. The requirements of list of books to be purchased will be given by each department. This will be processed by the Purchase

Committee. The invoice and bills for the purchased books are well-maintained by the office of our Institution. The entry of the new books purchased is done by the Librarian of our Institution.

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.

#### Library Maintenance:

Library Committee, which includes a teaching faculty from all the Departments, prepares a budget for the purchase of Books for the Concerned Department. The fund is allocated by the higher authorities in PONSHE. The Principal gives a nod of approval for the budget for each department. Based on the fund allocated for the departments, the faculty members decide on the necessary texts books. The Librarian maintains a register to notedown the footfall of the teachers and the students. The library is continuously updated in terms of latest books.

#### Sports

The Director of Physical Education is the in-charge for the Department of Physical Education. The Sports articles are well-maintained and are maintained with a stock register.

All the Departments equipments, tools, sports articles and Library Books are maintained with a stock register and the same is verified every year.

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

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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="http://www.rgasc.edu.in/assets/file/7.ARIIA/ARI-C-6506-2020-2021.pdf">http://www.rgasc.edu.in/assets/file/7.ARIIA/ARI-C-6506-2020-2021.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

0

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

0

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

**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**

**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

0

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
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

35

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

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

**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.**

2

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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. The Institution organises various programs based on the thrust areas of the domain for the students.

The major programs/activities conducted the institution are :

1. Various competitions throughout the year. 2. Intra-Departmental Cultural Competitions. 3. Organising department festivals, organising special programs on national and international days of importance and ethnic festivals.

**Major Activities of Departmental Association:**

1. Identifying students' talents for cultural and sports events

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

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

4. Organising field visits and educational tours of the department where the student representatives involve themselves to arrange for the same

5. Organising Programmes in every way by the students teach them and show them the responsibilities they have to bear in the society.

The major activities are: 1. Leadership skills development programme. 2. Regular feedback. 3. Identifying students who need help.

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

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

**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

0

File Description	Documents
Report of the event	<a href="#">View File</a>
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)	<a href="#">View File</a>

## 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.

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

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

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

## 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="http://www.rgasc.edu.in/princmsg.html">http://www.rgasc.edu.in/princmsg.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. The Governing Body makes decisions with regard to both administrative and academic matters.ThePrincipal is

the link between the administrators and the academics. The top three administrative posts have their own powers and functionalities. There are certain administrative powers vested with each and while each has his/her own decision-making powers confined to that particular post, all important decisions are taken after due consultation with one another. At the college level, the Principal is the head of both the administration and of academic affairs.

The success of an institution is the result of the combined efforts of all who work towards attaining the vision of the institution. Right from the Principal to the staff and the students, all the stakeholders have a role to play in building up the college. Their involvement and cooperation in devising, implementing and decision making policies for academic and administrative affairs through various bodies and committees have contributed to the growth of the institution.

Institution focuses keen on decentralization by intending equal opportunity. The Institution has made the policy of decentralization through devising many committees to proceed with each activity of the college. Each committee has been provided with specific functions cater to the needs of the institution for the progress and development of the Institution.

The infrastructure facilities which fulfil the quality and the required needs of the higher education bodies will be taken of the staff members of the Administrative Office of the institution. It also extends all the amenities for the teaching and non-teaching faculty and students. and also the financial management and the implementation of facilities

The Principal, Heads of the departments, teaching and non-teaching faculty along with class student representatives together concentrate on fostering the progress of the institution by sharing the responsibilities and participate in the growth of the institution. The various committees formed are to act according to the aims and objectives of the Institution.

The Principal in consultation with the Teachers of different committees plan and implement different academic, administration and student related policies. All academic and other policies are based on the unanimous decision of the governing body, the IQAC and the teaching faculty of the college.

Faculty members are given representation in various committees/cells nominated by the Principal in IQAC and other

committees. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members.

Following committees are constituted in accordance with the government guidelines.

- Internal Quality Assurance Cell (IQAC) :The IQAC Committee is allocated the responsibility of overall proceedings of the institution with the Principal as the Head of the Committee and the Coordinator and the members are part of the committee.
- Library Management Committee : The Library discuss the necessity of the books department-wise and decides on the purchase of the books according to the budget allocated for each department every academic year
- NSS and NCC Committee or Extension Activities & Students Welfare Committee : This committee enrolls the students by conducting a test and induction programme to intake the students allotted for the Units. They involve in the extension activities to hone the students a responsible citizen by involving them in various community and other activities.
- Website Development committee
- Examination Committee(College and University Level): It takes care of the examinations such as Internal Examinations, Model Examinations and the End-Semester University Examination conducted by the institution under the regulations of the University to which it is affiliated
- The Mentor-Mentee system (Teacher guardian-committee) is available in the college taking care of overall development of the students. They render their service such as taking care of the remedial classes, providing counselling to the students who are in need of it and the overall growth of the students, etc.
- 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 committee 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
- Departmental association responsibilities
- Class Representatives

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

## 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). This ensures that all students find a place in the Higher Education System. Once admissions are completed by the CENTAC it falls under the purview of the Principal to fill in any vacancies. Admission is made for those students who had failed to apply within the stipulated time or who had passed their exams in subsequent attempts and therefore, could not apply on time. The college counsels women candidates to continue their education even after marriage or child-birth. Such students are assisted in every way possible to complete their course of study. All eligible students are assisted to apply for various scholarships and to find

placement at the end of their period of study (i.e., Three years). All the students are encouraged and counselled to pursue their higher studies. Interested students are also coached to attend the entrance exams for higher studies.

#### Administration

The budget is prepared in April of the previous year for the expenditure to be incurred in the forthcoming financial year. For example, in April 2021, the budget was planned and forwarded to the Head Office, viz., Pondicherry Society for Higher Education (PONSHE) for sanctioning the required funds for the financial year. This covers the various heads, such as salaries, wages, Office Expenditure, Assets, Arrears and Assured Career Progression Scheme. This ensures that the institution does not meet with financial glitches during the course of the year.

#### Curriculum Development

Curricula for the courses are planned by the concerned Boards of studies of the Affiliating University which is the Pondicherry University. One member from each of the Department (BCA, B.Sc, BBA, B.Com (General) and BCM) is on the Board of Studies in Pondicherry University and their recommendations find inclusion in the syllabus. The BOS meet on a yearly basis. The present syllabi follow the CBCS pattern.

#### 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. The students are given chances to be active participants in the class. They make the teaching-learning active by making the students interactive in the classroom learning. All Teaching and Learning activities take place within the framework of the curriculum with pre-defined marks and grades for both Internal and External evaluation.

#### ICT

The Institution has ICT enabled classrooms. The teachers are digitally literate and they use the tools in an effective way. This helps the teachers to make the students to understand the concepts in a better way. It enables the teachers to disseminate the knowledge in an effective and efficient manner. The use of ICT tools such as LCD projectors, Computers, etc enable the students

to comprehend even the difficult concepts.

#### 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 Orientation Programmes, Refresher Programmes, Faculty Development Programmes, Workshops, Seminars, Conferences, Symposiums, Short term courses, etc. to enhance and update their knowledge in their respective subjects and also in other areas and disciplines which in turn the faculty members can impart their knowledge to the student community. As per the direction, regulations and encouragement some of the faculty members are publishing their paper in reputed journals, books, pursuing research activities, etc. The institution may have a chance of extending its courses with some PG courses too.

#### Examination and Evaluation

The Examinations are conducted as per the direction of the Pondicherry University as the institution is affiliated to Pondicherry University. Both internal and external examinations are conducted to the students of all the courses. Semester Pattern is followed by the Institution. The internal marks are awarded for assignments, seminars, tests, model examination and attendance across all courses. Three internal tests are conducted and out of three, the best will be taken to award the internal mark for the students. The End-Semester University Examinations are conducted as per the instructions of the University. Through Central Valuation the students are awarded marks and grades. The results for all the courses will be published in the website of Pondicherry University.

#### Library

Library books are purchased on a yearly basis and a some number of books are donated by organizations and well-wishers. The library maintains user details, acquisition details a library gate register to register the footfalls of the students and teachers per day.

#### Human Resource Management

All permanent recruitment is carried out by the PONSHE. Temporary recruitment to fill in vacancies arising mid-year or due to the creation of new courses is carried out by the institution after advertising in local newspapers and through duly-constituted

board of interviewers with a University representative. Only candidates who fulfil the UGC requirements are recruited. Each year feedback is received from students on the performance of their teachers, the same is analysed and feedback given to each faculty. Every teachers' professional development activity is logged in by the IQAC co-ordinator and is reflected in the AQAR as well as in the annual report of the Pondicherry University. The DHTE has currently employed the services of Probit Plus from Pune to develop the College Management System for all their colleges. The Principal is a member of the three member team which drew up the blueprint for the CMS based on which the software is being developed.

### Infrastructure

The institution has well-furnished classrooms with some of the classrooms provided with ICT tools facility. It also has an ICT enabled Seminar Hall to conduct various programmes for the students. The faculty submit proposals depending on the requirements of their departments and the expenditure is fit into the budget. The college is differently-abled with the provisions of ramps and rails. It also has a sprawling playground for the students who are interested in sports and games both indoor and outdoor. It also has a room for the Physical Education Department. Separate toilets for girls and boys students which are maintained in a tidy condition. The Laboratories are furnished with air-condition and provided with sufficient number of computers by the respective departments.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.rgasc.edu.in/academics.html">http://www.rgasc.edu.in/academics.html</a>
Upload any additional information	<a href="#">View File</a>

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, the UGC, the MHRD, the affiliating University and



other departments are 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 to Government (Education) and the Director of Higher and Technical Education cum Member Secretary, PONSHE. The Principal implements the policies and addresses the concerns of the institution and the staff with the higher authorities. She also ensures the smooth functioning of the institution alongside the implementations. The office of the Principal ensures that all correspondence 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="http://www.rgasc.edu.in/assets/file/1.Calender/Calendar2020_2021.pdf">http://www.rgasc.edu.in/assets/file/1.Calender/Calendar2020_2021.pdf</a>
Link to Organogram of the Institution webpage	<a href="http://www.rgasc.edu.in/officeadmin.html">http://www.rgasc.edu.in/officeadmin.html</a> & <a href="https://dpar.py.gov.in/#gsc.tab=0">https://dpar.py.gov.in/#gsc.tab=0</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**

D. Any 1 of the above



File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 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

5. Leave Travel Concession

6. Subsidized on campus medical facilities

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

8. Employees' Welfare Fund

9. Wi-Fi Facilities

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

The campus is vehicle-free . Psychological counselling is available for the staff. A large number of faculty members have been supported National visits to attend Conferences and workshops. In order to encourage the faculty to pursue a vibrant research career Internal projects has been provided in their career. The staff members are encouraged to give suggestions and

regular feedback to improve the welfare measures in the Institute.

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

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

85

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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

6

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

#### 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. Heor She provides suggestions and instructions for maintianingthe accounts. The verified details of the accounts is subjectedto external audit by the Comptroller Auditor General, Tamilnaduand Puducherry.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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 the faculty members as the CoOrdinator and the members. IQAC has conducted periodical meetings and the same has been uploaded in the website . Student representatives are part of every meeting. AQAR is prepared and submitted on time to NAAC till 2020. Due to the pandemic, the AQAR submission for the academic year 2020-2021 has been delayed. The meeting focuses on the quality enhancement and sustenance in education through individual attention, mentoring in academics, personal and social aspects of students.

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

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

**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)**

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

Safety of girls is a top priority at every college campus. This College provides safety and security to all the girl students. The safety of the girl students can be taken care of only and mainly through awareness and prevention programmes, interactions and actions. Girl students are given regular lessons about sexual assault and its prevention by the staff of the respective departments, so that they become more aware and alert and do not hesitate in taking preventive and safety actions in case such disdainful circumstances are encountered in future. So, following actions have been taken to ensure safety of the girl students.

1. CCTV surveillance is maintained in the college. It helps to keep a check on all the students in a positive intention and to avoid any antisocial activities. Discipline is also maintained and it also provides a sense of security to the students and even their guardians. Students wear identity cards at all times to ensure their identity. The institution takes good care of the students, especially girls in every aspect.
2. The grievance committee functions with the following purposes;
  - To make women, students, faculties & staff members aware about their rights.
  - To help them in knowing the importance of good health and nutrition and facilities available for them.
  - To help them in developing decision making abilities and be self-dependent or independent

- To help them in raising voice against all kinds of discrimination in a proper manner.
- To help them in changing their mind setup.
- To assist them in overall development of their personality.

3. Women Grievance and empowerment cell: This Cell plays the role actively to address the issues of all the female students in the college. The students (Girls) can voice out their grievance through oral or written means. It will be viewed very seriously and discussion will be made across the committee members and decide upon the solution of the problem. The complaint will be kept confidential for the safety of the students.

4. Sanitary napkin dispensing machine is kept in the ladies toilet room. Neat and Clean toilet room facility is made available for the girl students

5. Discipline in campus: There is a Discipline Committee in the institution to take care of safety and security of the students. It also keeps an eye on the working of all the employees as well as the activities of the students within the institution. It aims at zero tolerance against eve teasing/ragging which is maintained by the Discipline Committee.

6. The Institution being a Co-education college, it focuses on gender equity. Students are given orientation and continuous sensitisation on the same throughout the academic year in connection with the curriculum by the individual faculty during the lecture hours. 7. Students are mentored by the concerned faculty especially during the lockdown period.

8. Counselling over phone and virtual counselling for needy students are provided by the faculty 9. A separate facility :Ladies Retiring Room is maintained for those students who are in need of physical rest during college hours.

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="http://www.rgasc.edu.in/gallery.php">http://www.rgasc.edu.in/gallery.php</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**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The College realises the importance of Solid Waste Management. The students are made to realise the importance of the same and has been giving them continuous sensitisation programme about the Solid Waste Management. Through the papers prescribed in their syllabus, the faculty members informed and make the students to know or aware of the necessity of Solid Waste Management. The paper prescribed for them in the syllabus is "Environmental Studies". This paper included in the curriculum of all the courses irrespective of the departments. This paper is a compulsory one as it is thought of as an onerous responsibility of all the citizens to be aware of one's own environment.

Separate bins are kept in the campus for degradable and non-degradable 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	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">NIL</a>
Any other relevant information	<a href="#">View File</a>

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

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

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **A. Any 4 or All of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
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** **E. None of the above**

**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
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	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
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).

**Being an Educational Institution which mainly aims for the equality of all the students, the Institution provides equal**

opportunities to all the students irrespective of their cultural, regional, linguistic, communal socioeconomic, religious diversities. Initiatives are taken to promote an inclusive environment. The reservations for different community, minority and others as per the Government norms are strictly adhered during the admission process.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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	<a href="#">View File</a>
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**

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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**The Institution organizes national and international commemorative days, events and festivals.**

**The N.S.S unit of the College 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
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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 optimize their academic, social, personal and psychological well being during their course of study. As the students enter into the level of higher education during their post adolescent stage of life, there will certainly be a behavioural change. Changing social dynamics, technological development, difficult and disadvantaged family backgrounds altogether will have a great impact or influence on the students. This may increase the challenges in their personal and academic life. Hence, students need someone to guide and mentor them in decision making and problem solving skills. Each teaching faculty has to mentor approximately 28 students throughout their course of study in the college. The teacher after analyzing the students' family background, personal and academic skills, being a moral support guide and motivates the students to increase their learning potential. The teacher meets the parent and explains the mentoring process to them, explaining the importance of a family's responsibility and cooperation in mentoring the students.

### Result

The teachers being mentors gained more understanding of the psychosocial background of the students, thus increasing the scope of identifying the areas which need to be strengthened for the

overall well being of the students. Mentoring decreased the drop-out rate especially among the students who are vulnerable towards discontinuing higher education. The teachers make home visits whenever there is absenteeism for a period of more than a week and when there is no response when contacted, telephonically. Mentoring has developed coping strategies to deal with personal, social and academic challenges that a student faces during her study period as well as for the future. A training session on professional Counselling and Guidance will boost the capacity of all the teachers, and thus, increase the standard of individual care and attention.

A few students find it difficult to express their difficulties despite the teacher being open to accommodate individual differences. During COVID-19, the teaching faculty were able to continue to render the same support through the mentoring system through online mode.

**Best Practice - 2 Environmental values and social responsibilities are instilled among the student**

A greener campus has been developed since the inception of the college. Especially, recently herbal garden has been set and taken care of by our students. This makes the students to realise the importance of the environment. 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. Even though they find a very minimal time to spend to take care of the garden, 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

#### Institutional Distinctiveness

- 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.

1. 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.
2. The number of sanctioned seats has been increased from 25 in all the Departments to 60. 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.
3. 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.



## 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 calender which would productively direct theentire academic session. As perplan, thecurricular, co-curriculum and extracurricular activities were implemented for effective implementationand delivery of curriculum. Thefollowing measures were undertaken for effective delivery of the university curriculum.The Timetablecommittee prepares the timetable as per the workload of the individual faculty for the academic session. A comprehensive teaching plan is prepared by each department and teacher which includes the delivery of lectures, tutorials and practical.

The Principal addresses the newly admitted students for the academic year in an "Induction Program". This programme orients the students about the facilities and welfare schemes availability, code of conduct and discipline, remedial classes for slow learners, co-curricular and extra-curricular activities. •The faculty members take a few lectures on the introduction of the curriculum. •Unit Tests are conducted periodically and theresults aredisplayed and discussed with the students in the class room. •Periodical meetings of Heads of Departments are held with the Principal toreview and discuss the curriculum delivery. •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 arranged to give exposure to the current trends and the latest subject knowledge. •ICT is used for effective teaching-learning by the teachers of various departments.The departments organize study tours, field project, on-the job training and industrial visits for students' exposure to practical knowledge. •The faculty members encourage the students to read the reference books and make use

of e-resources available to update and enhance their subject knowledge. UGC sponsored Career-Oriented Courses are provided to the faculty members to enrich their subject knowledge and in turn this will help the teachers to enhance the knowledge of the students. Workshops and Soft Skill programs are also conducted for the overall development of the students. Remedial coaching is given to slow learners. Additional facilities such as personal counseling are provided to slow learners, especially those who are in need of it. Students-Teacher-Guardian Scheme (Mentor-Mentee) is implemented for identifying the problems of the students regarding academic, social and financial issues and try to resolve or find solution for the same.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://www.rgasc.edu.in/academics.html">http://www.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 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 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://rgasc.edu.in/assets/file/1.Calendar/Calendar2020_2021.pdf">http://rgasc.edu.in/assets/file/1.Calendar/Calendar2020_2021.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 Courses Assessment /evaluation process of the affiliating University**

**C. Any 2 of the above**

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

## **1.2 - Academic Flexibility**

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

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

**5**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

0

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

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<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, which are inseparable part of our curriculum.

#### 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. These subjects provide free environment for inculcating values and developing ethical competence among the students. It is in response to a long-felt at the same time an urgent need to integrate value education with decision making skills in their personal, social and professional life. The College celebrates special days of National and International importance such as Republic day, Independence Day, Women's day, Teacher's day, Human Rights Day, Science Day, International Yoga Day etc. These celebrations nurture the moral, ethical and social values in the students which are very essential for them to sustain and maintain good values in the society.

#### Gender Sensitization

The college has Women Grievance Cell and Grievance Redressal Cell to provide counseling to students, promote gender equality and equity among students and also deal with related issues of safety and security of female students, staff and faculty. The college campus is secured with CCTVs at various places of the campus to maintain safety and security of the girl students. The institution gives importance to gender equality and conducts programmes addressing the same. 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. The University prescribed this course in the idea of creating awareness and inculcating the importance of environment among students. The basic aim of this subject is to make the students aware of the importance of ecosystem to human life and its

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

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

5

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	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
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

<b>237</b>	
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>
<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>D. Any 1 of the above</b>
File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>B. Feedback collected, analyzed and action has been taken</b>
File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
URL for feedback report	<a href="http://www.rgasc.edu.in/assets/file/3.SSS%20-Report/SSS_RGASC_2019-2020.pdf">http://www.rgasc.edu.in/assets/file/3.SSS%20-Report/SSS_RGASC_2019-2020.pdf</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	

**2.1.1.1 - Number of sanctioned seats during the year**

300

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

207

File Description	Documents
Any additional information	<a href="#">View File</a>
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, the institution believes in outcome-based learning processes, where we identify students as slow learners and advanced learners based on the prerequisite tests, class interaction, test performances.
- The institution gives emphasis on improving the performance of slow learners by providing remedial programmes which are conducted outside the regular class hours. Specifically, for difficult subjects, extra classes are taken for the students who have failed in the exam where the faculty spares extra time to sit with those students individually to cope up with the subject.
- Through a mentor-mentee system all kinds of supports are provided to the slow learners. The strenuous efforts taken by the faculty towards the slow learners has resulted in students' understanding in their chosen domain, improved 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 socio-economic 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.
- Parents of students are informed in case of poor academic performance and psycho-social problems are also addressed whenever necessary.
- 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 and initiatives teach them to strike a perfect balance between academics and extra & co-curricular activities which goes a long way in achieving success in their professional career.
- They are given the opportunity to participate in Paper Presentations, Project Competitions, etc.,. They also help slow learners through peer teaching-learning. We also encourage advanced learners to conduct presentations and seminars to share their knowledge. They are also part of the institute's social responsibility where they support the faculty members by teaching and providing skills to the slow learners.

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
25	1

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

- 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. Since students vary in their ability to comprehend and absorb ideas, whenever it is possible to address the needs and expectations of an individual student, individual care was taken. The teacher facilitates learning by allowing each individual student to comprehend at their personal level by ensuring their involvement in classroom activities so that they can absorb and grasp information at their own pace.
- 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 self-evaluating 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.
- 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 and these need to be done individually by researching on the given topic so as to enhance their confidence, develop writing skills and hone style, apart from inculcating an interest in research activities.
- 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.
- Apart from these, in addition to the other programmes, the subjects/courses in 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.
- Ability Enhancement, Generic and Skill Enhancement courses are offered (part of the curriculum) to provide and prepare students for life.
- NSS Cell and NCC units have been set-up for the students to participate, integrate and learn.
- Student representation in administration is an important initiative taken by the University. Representatives of students serve as members of some of the committees to involve them in the decision making process and maintain transparency apart from inculcating a sense of responsibility in them.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.rgasc.edu.in/gallery.php">http://www.rgasc.edu.in/gallery.php</a>

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. As a

consequence, teachers are combining technology with traditional mode of instruction to engage students for a long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

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 . These tools are used to make the participate in the learning process in a better way.
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. It gives a new arena to experience a new system of learning and the students continue to be in touch with their learning process.
8. Library resources are available

#### Use of ICT By Faculty

A. PowerPoint presentations - Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped with online search engines and websites to prepare effective presentations.

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

C. Online quiz - Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS.

D. Video Conferencing- Students are counselled with the help of Zoom / Google meet applications.

E. 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.

F. Online competitions - Various technical events and management events such as Poster making, Project presentations, Business quiz, Debates, paper presentations etc. are being organized with the help of various Information Communication Tools.

G. Workshops - Teachers use various ICT tools for conducting workshops

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="http://www.rgasc.edu.in/complab.html">http://www.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	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

32

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**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**

14

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

337

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

The college has transparent and robust evaluation process in terms of frequency and mode. 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.

At the entry level, admissions are given purely on merit basis and the lists of merit students are displayed on website through Centralised Admission. Students are made clear about the CBCS pattern followed by the institution. 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.

The method of internal assessment helps the teachers to evaluate the students more appropriately. 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. The seminar presentation improves the communication skills of the students which is very essential to face the interviews. In this way mechanism of internal assessment is transparent and robust.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.rgasc.edu.in/notes.php">http://www.rgasc.edu.in/notes.php</a>

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

- As the Institution is affiliated to Pondicherry University, the evaluation process is also followed by the institution according to the norms prescribed by the University.
- At the entry level, the students are given orientation about the CBCS pattern and evaluation process of the Internal examinations which is also mentioned in the college calendar.
- As the faculty members of the concerned subjects complete the units allotted to them, the students are assessed through continuous assessments such as Unit tests, Seminar Presentations, Powerpoint Presentations, Assignments, Model Examinations, Group Discussions, etc.,
- After the completion of assessment process and examinations, the internal marks are intimated to the students by displaying their marks on the notice board.
- In case of any discrepancies or 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	<a href="#">View File</a>
Link for additional information	<a href="http://www.rgasc.edu.in/assets/file/1.Calender/Calendar2020_2021.pdf">http://www.rgasc.edu.in/assets/file/1.Calender/Calendar2020_2021.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

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

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

Once the students get admitted in the courses, an orientation programme is conducted to make them aware of the outcome of the courses they have joined. This will help the students to chalk out a plan for their future higher studies and job opportunities.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://www.rgasc.edu.in/academics.html">http://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. The attainment of Programme 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	<a href="https://docs.google.com/forms/d/1wkTj0cbCg2hu-aVRo1RjV0V6qiMFw1DmSW-o1VKIHKI/viewanalytics">https://docs.google.com/forms/d/1wkTj0cbCg2hu-aVRo1RjV0V6qiMFw1DmSW-o1VKIHKI/viewanalytics</a>

**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**

**261**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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)

[http://www.rgasc.edu.in/assets/file/3.SSS%20-Report/SSS\\_RGASC\\_2019-2020.pdf](http://www.rgasc.edu.in/assets/file/3.SSS%20-Report/SSS_RGASC_2019-2020.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)

**NIL**

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
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	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
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

5

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

4

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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**

4

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

**NATIONAL CADET CORPS (NCC) & NATIONAL SERVICE SCHEME (NSS):** The National Service Scheme (NSS) is an Indian government-sponsored public service program conducted by the Ministry of Youth Affairs and Sports of the Government of India. Popularly known as NSS, the scheme was launched in Gandhiji's Centenary year in 1969. NSS is an extension dimension to the higher education system to orient the student youth to community service while they are studying in educational institutions. AIMS & OBJECTIVES OF NSS: The main aim of NSS being implemented in the colleges is to develop the personality of students through Community service. The objectives of NSS are:

- To understand the community in which they work
- To understand themselves in relation to their community
- To identify the needs and problems of the community and involve them in problem solving process.
- To develop among themselves a sense of social and civic responsibility
- To utilize their knowledge in finding practical solution to individual and community problems
- To develop competence required for group-living and sharing of responsibilities
- To gain skills in mobilizing community participation
- To acquire leadership qualities and democratic attitude
- To develop capacity to meet emergencies and natural disasters
- To practice national integration and social harmony

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

The NCC unit is also functioning in the institution to cater to the needs of the students and to bring out the potentialities of the students. It develops a sense of discipline and confidence in the minds of the students. It creates self-discipline and problem-solving skills among the students. It develops the whole personality of the students who can confidently pursue their future.

File Description	Documents
Paste link for additional information	<a href="http://www.rgasc.edu.in/nss.html">http://www.rgasc.edu.in/nss.html</a> & <a href="http://www.rgasc.edu.in/ncc.html">http://www.rgasc.edu.in/ncc.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**

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### **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	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 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

50

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

74

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

#### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<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. It has enough ventilation facilities. The classrooms are well-equipped with blackboard, ICT facilities (whenever it is necessary). Each classroom has enough number of tables and chairs for the students to comfortably make use of them to sit.



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 air-conditioned 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="http://www.rgasc.edu.in/index.php">http://www.rgasc.edu.in/index.php</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 intra-collegiate, inter-collegiate, state level and university level competitions. Students are trained in volley ball, throw ball, hand ball, kho-kho, kabadi and cricket. The Director of Physical education possesses a Doctorate who is also an international referee. The Director of Physical Education is also acting as the NCC Officer who trains the students in the most disciplined manner. As the institution considers the physical strength and good health of the students, in addition to the mental well-being, as important, it conducts Sports Meet every year, apart from the competitions conducted outside the college, to motivate and encourage the students to participate. It weeds out the monotonous tone of only studies as important. In this way, physical education makes the students take a breath of ease to come out of the stressful tone of academic works.

Students are encouraged and are given opportunity to participate in the cultural competitions and events organised by the college and intra-collegiate competitions. It gives the opportunity to showcase the talents and potentials of the students who have many other talents other than academic works. Every year, the college celebrates Annual Day Programmes and 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="http://www.rgasc.edu.in/playgr.html">http://www.rgasc.edu.in/playgr.html</a> & <a href="http://www.rgasc.edu.in/deptphy.php">http://www.rgasc.edu.in/deptphy.php</a>

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

6

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

6

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

#### 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)

967770

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
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	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://www.rgasc.edu.in/lia.html">http://www.rgasc.edu.in/lia.html</a>

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

84160

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
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

23

File Description	Documents
Any additional information	<a href="#">View File</a>
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 86 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 Wi-Fi zones at various locations such as Reading halls, Department corridors, at the office and the Principal Chamber. Staff can access this facility on their Laptops and mobile phones by registering themselves. The institute has currently state-of-art Wi-Fi access points to provide the Wi-Fi internet access through Wi-Fi zones.

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

#### 4.3.2 - Number of Computers

86

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

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

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

967770

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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 maintains 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. The Physical Education maintains a well-equipped for indoor games and outdoor sports activities with adequate sports materials.

There are college level committees that look after the various aspects of the utilization and maintenance of the physical, academic and support facilities. The working policies of these committees are explained below in the form of flowcharts indicating the communication and work flow for smooth working of these facilities.

#### Laboratory Maintenance:

In case maintenance of equipment arises, the concerned laboratory-in-charge issues a maintenance request to the "Purchase Committee" through the Department head. Based on the request, the equipment maintenance work is assigned to third party equipment experts. These experts carry out the repair/maintenance of the equipment and all such records are maintained in the history card of the equipment. Following information indicate the standard procedure adopted for maintenance of laboratory equipments.

The Purchase Committee calls for quotations for the materials to be purchased and decide on the purchase based on the quotations.. The Processing of bills for the equipments and materials are well-maintained.

Each department is allocated a budget for the purchase of books every year. The requirement of books is enquired by the Head of the Institution through the circular sent to each department. The Librarian provides the requirement of books, journals and magazines. The requirements of list of books to be purchased will be given by each department. This will be processed by the Purchase Committee. The invoice and bills for the purchased books are well-maintained by the office of our Institution. The entry of the new books purchased is done by the Librarian of our Institution.

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.

#### Library Maintenance:

Library Committee, which includes a teaching faculty from all the Departments, prepares a budget for the purchase of Books for the Concerned Department. The fund is allocated by the higher authorities in PONSHE. The Principal gives a nod of approval



for the budget for each department. Based on the fund allocated for the departments, the faculty members decide on the necessary texts books. The Librarian maintains a register to notedown the footfall of the teachers and the students.The library is continuously updated in terms of latest books.

### Sports

The Director of Physical Education is the in-charge for the Department of Physical Education. The Sports articles are well-maintained and are maintained with a stock register.

All the Departments equipments, tools, sports articles and Library Books are maintained with a stock register and the same is verified every year.

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

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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="http://www.rgasc.edu.in/assets/file/7.ARI-IA/ARI-C-6506-2020-2021.pdf">http://www.rgasc.edu.in/assets/file/7.ARI-IA/ARI-C-6506-2020-2021.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

0

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

0

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

**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**

**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

**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**

0

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
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**

35

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

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

**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.**

2

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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. The Institution organises various programs based on the thrust areas of the domain for the students.

The major programs/activities conducted the institution are :

1. Various competitions throughout the year. 2. Intra-Departmental Cultural Competitions. 3. Organising department festivals, organising special programs on national and international days of importance and ethnic festivals.

Major Activities of Departmental Association:

1. Identifying students' talents for cultural and sports events

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

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

4.Organising field visits and educational tours of the department where the student representatives involve themselves to arrange for the same

5. Organising Programmes in every way by the students teach them and show them the responsibilities they have to bear in the society.

The major activities are: 1.Leadership skills development programme. 2.Regular feedback. 3.Identifying students who need help.

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

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

### 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

0

File Description	Documents
Report of the event	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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.**

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

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

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

**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="http://www.rgasc.edu.in/princmsg.html">http://www.rgasc.edu.in/princmsg.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. The Governing Body makes decisions with regard to both administrative and academic matters.ThePrincipal is the link between the administrators and theacademics.The top three administrative posts have their own powers and functionalities. There are certain administrative powersvested with each and while each has his/her own decision-making powers confined to that particular post, allimportant decisions are taken after due consultation withone another.At the college level, the Principal is the head of both theadministration and of academic affairs.

The success of an institution is the result of the combined efforts of all who work towards attaining the vision of the institution. Right from the Principal to the staff and the students, all the stakeholders have a role to play in building up the college. Their involvement and cooperation in devising,implementing and decision making policies for academic and administrative affairs through various bodies and committees have contributed to the growth of the institution.



Institution focuses keen on decentralization by intending equal opportunity. The Institution has made the policy of decentralization through devising many committee to proceed with each activity of th college. Each committee has been provided with specific functions cater to the needs of theinstitution for the progress and development of the Institution.

The infrastructure facilities which fulfil the quality and the required needs of the higher education bodies will be taken of the staff members of the Administrative Office of the institution. It also extends all the amenities for the teaching and nonteaching faculty and students. and also the financial management and the implementation of facilities

The Principal, Heads of the departments, teaching and non teaching faculty along with class student representatives together concentrate on fostering the progress of the institution by sharing the responsibilities and participate in the growth of the institution. The various committees formed are to act according to the aims and objectives of the Institution.

The Principal in consultation with the Teachers of different committees plan and implement different academic, administration and student related policies. All academic and other policies are based on the unanimous decision of the governing body, the IQAC and the teaching facultyof the college.

Faculty members are given representation in various committees/cells nominated by the Principal in IQAC and other committees. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members.

Following committees are constituted in accordance with the government guidelines.

- Internal Quality Assurance Cell (IQAC) :The IQAC Committee 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 : The Library iscusson the necessity of the books department-wise and decides on the

purchase of the books according to the budget allocated for each department every academic year

- NSS and NCC Committee or Extension Activities & Students Welfare Committee : This committee enrolls the students by conducting a test and induction programme to intake the students allotted for the Units. They involve in the extension activities to hone the students a responsible citizen by involving them in various community and other activities.
- Website Development committee
- Examination Committee(College and University Level): It takes care of the examinations such as Internal Examinations, Model Examinations and the End-Semester University Examination conducted by the institution under the regulations of the University to which it is affiliated
- The Mentor-Mentee system (Teacher guardian-committee) is available in the college taking care of overall development of the students. They render their service such as taking care of the remedial classes, providing counselling to the students who are in need of it and the overall growth of the students, etc.
- 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

- Departmental association responsibilities
- Class Representatives

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

## 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). This ensures that all students find a place in the Higher Education System. Once admissions are completed by the CENTAC it falls under the purview of the Principal to fill in any vacancies. Admission is made for those students who had failed to apply within the stipulated time or who had passed their exams in subsequent attempts and therefore, could not apply on time. The college counsels women candidates to continue their education even after marriage or child-birth. Such students are assisted in every way possible to complete their course of study. All eligible students are assisted to apply for various scholarships and to find placement at the end of their period of study (i.e., Three years). All the students are encouraged and counselled to pursue their higher studies. Interested students are also coached to attend the entrance exams for higher studies.

#### Administration

The budget is prepared in April of the previous year for the expenditure to be incurred in the forthcoming financial year. For example, in April 2021, the budget was planned and forwarded to the Head Office, viz., Pondicherry Society for Higher Education (PONSHE) for sanctioning the required funds for the financial year. This covers the various heads, such as

salaries, wages, Office Expenditure, Assets, Arrears and Assured Career Progression Scheme. This ensures that the institution does not meet with financial glitches during the course of the year.

#### Curriculum Development

Curricula for the courses are planned by the concerned Boards of studies of the Affiliating University which is the Pondicherry University. One member from each of the Department (BCA, B.Sc, BBA, B.Com (General) and BCM) is on the Board of Studies in Pondicherry University and their recommendations find inclusion in the syllabus. The BOS meet on a yearly basis. The present syllabi follow the CBCS pattern.

#### 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. The students are given chances to be active participants in the class. They make the teaching-learning active by making the students interactive in the classroom learning. All Teaching and Learning activities take place within the framework of the curriculum with pre-defined marks and grades for both Internal and External evaluation.

#### ICT

The Institution has ICT enabled classrooms. The teachers are digitally literate and they use the tools in an effective way. This helps the teachers to make the students to understand the concepts in a better way. It enables the teachers to disseminate the knowledge in an effective and efficient manner. The use of ICT tools such as LCD projectors, Computers, etc enable the students to comprehend even the difficult concepts.

#### 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 Orientation Programmes, Refresher Programmes, Faculty Development Programmes, Workshops, Seminars, Conferences, Symposiums, Short term courses, etc. to enhance and update their knowledge in their respective subjects and also in other areas and disciplines which in turn the faculty

members can impart their knowledge to the student community. As per the direction, regulations and encouragement some of the faculty members are publishing their paper in reputed journals, books, pursuing research activities, etc. The institution may have a chance of extending its courses with some PG courses too.

#### Examination and Evaluation

The Examinations are conducted as per the direction of the Pondicherry University as the institution is affiliated to Pondicherry University. Both internal and external examinations are conducted to the students of all the courses. Semester Pattern is followed by the Institution. The internal marks are awarded for assignments, seminars, tests, model examination and attendance across all courses. Three internal tests are conducted and out of three, the best will be taken to award the internal mark for the students. The End-Semester University Examinations are conducted as per the instructions of the University. Through Central Valuation the students are awarded marks and grades. The results for all the courses will be published in the website of Pondicherry University.

#### Library

Library books are purchased on a yearly basis and a some number of books are donated by organizations and well-wishers. The library maintains user details, acquisition details a library gate register to register the footfalls of the students and teachers per day.

#### Human Resource Management

All permanent recruitment is carried out by the PONSHE. Temporary recruitment to fill in vacancies arising mid-year or due to the creation of new courses is carried out by the institution after advertising in local newspapers and through a duly-constituted board of interviewers with a University representative. Only candidates who fulfil the UGC requirements are recruited. Each year feedback is received from students on the performance of their teachers, the same is analysed and feedback given to each faculty. Every teachers' professional development activity is logged in by the IQAC coordinator and is reflected in the AQAR as well as in the annual report of the Pondicherry University. The DHTE has currently employed the services of Probit Plus from Pune to develop the

College Management System for all their colleges. The Principal is a member of the three member team which drew up the blueprint for the CMS based on which the software is being developed.

#### Infrastructure

The institution has well-furnished classrooms with some of the classrooms provided with ICT tools facility. It also has an ICT enabled Seminar Hall to conduct various programmes for the students. The faculty submit proposals depending on the requirements of their departments and the expenditure is fit into the budget. The college is differently-abled with the provisions of ramps and rails. It also has a sprawling playground for the students who are interested in sports and games both indoor and outdoor. It also has a room for the Physical Education Department. Separate toilets for girls and boys students which are maintained in a tidy condition. The Laboratories are furnished with air-condition and provided with sufficient number of computers by the respective departments.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.rgasc.edu.in/academics.html">http://www.rgasc.edu.in/academics.html</a>
Upload any additional information	<a href="#">View File</a>

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, the UGC, the MHRD, the affiliating University and other departments are 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 to Government (Education) and the Director of Higher and Technical Education cum Member Secretary, PONSHE. The Principal

implements the policies and addresses the concerns of the institution and the staff with the higher authorities. She also ensures the smooth functioning of the institution alongside the implementations. The office of the Principal ensures that all correspondence 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="http://www.rgasc.edu.in/assets/file/1.Calendar/Calendar2020_2021.pdf">http://www.rgasc.edu.in/assets/file/1.Calendar/Calendar2020_2021.pdf</a>
Link to Organogram of the Institution webpage	<a href="http://www.rgasc.edu.in/officeadmin.html">http://www.rgasc.edu.in/officeadmin.html</a> & <a href="https://dpar.py.gov.in/#gsc.tab=0">https://dpar.py.gov.in/#gsc.tab=0</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**

D. Any 1 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>



### 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

5. Leave Travel Concession

6. Subsidized on campus medical facilities

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

8. Employees' Welfare Fund

9. Wi-Fi Facilities

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

The campus is vehicle-free . Psychological counselling is available for the staff. A large number of faculty members have been supported National visits to attend Conferences and workshops. In order to encourage the faculty to pursue a vibrant research career Internal projects has been provided in their career. The staff members are encouraged to give suggestions and regular feedback to improve the welfare measures in the Institute.

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

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

85

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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**

<b>year</b>	
<b>6</b>	
File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>
<b>6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff</b>	
<p>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.</p>	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>
<b>6.4 - Financial Management and Resource Mobilization</b>	
<b>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</b>	
<p>Internal auditing of the Institution is carried out by a Chartered Accountant appointed by the Pondicherry Society for Higher Education. Heor She provides suggestions and instructions for maintaining the accounts. The verified details of the accounts is subjected to external audit by the</p>	

**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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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 the faculty members as the CoOrdinator and the members. IQAC has conducted periodical meetings and the same has been uploaded in the website . Student representatives are part of every meeting. AQAR is prepared and submitted on time to NAAC till 2020. Due to the pandemic, the AQAR submission for the academic year 2020-2021 has been delayed. The meeting focuses on the quality enhancement and sustenance in education through individual attention, mentoring in academics, personal and social aspects of students.

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

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

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of**

**C. Any 2 of the above**

**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)**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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

Safety of girls is a top priority at every college campus. This College provides safety and security to all the girl students. The safety of the girl students can be taken care of only and mainly through awareness and prevention programmes, interactions and actions. Girl students are given regular lessons about sexual assault and its prevention by the staff of the respective departments, so that they become more aware and alert and do not hesitate in taking preventive and safety actions in case such disdainful circumstances are encountered in future. So, following actions have been taken to ensure safety of the girl students.

1. CCTV surveillance is maintained in the college. It helps to keep a check on all the students in a positive intention and to avoid any antisocial activities. Discipline is also maintained and it also provides a sense of security to the students and even their guardians. Students wear identity cards at all times to

ensure their identity. The institution takes good care of the students, especially girls in every aspect.

2. The grievance committee functions with the following purposes;

- To make women, students, faculties & staff members aware about their rights.
- To help them in knowing the importance of good health and nutrition and facilities available for them.
- To help them in developing decision making abilities and be self-dependent or independent
- To help them in raising voice against all kinds of discrimination in a proper manner.
- To help them in changing their mind setup.
- To assist them in overall development of their personality.

3. Women Grievance and empowerment cell: This Cell plays the role actively to address the issues of all the female students in the college. The students (Girls) can voice out their grievance through oral or written means. It will be viewed very seriously and discussion will be made across the committee members and decide upon the solution of the problem. The complaint will be kept confidential for the safety of the students.

4. Sanitary napkin dispensing machine is kept in the ladies toilet room. Neat and Clean toilet room facility is made available for the girl students

5. Discipline in campus: There is a Discipline Committee in the institution to take care of safety and security of the students. It also keeps an eye on the working of all the employees as well as the activities of the students within the institution. It aims at zero tolerance against eve teasing/ragging which is maintained by the Discipline Committee.

6. The Institution being a Co-education college, it focuses on gender equity. Students are given orientation and continuous sensitisation on the same throughout the academic year in connection with the curriculum by the individual faculty during the lecture hours. 7. Students are mentored by the concerned faculty especially during the lockdown period.

8. Counselling over phone and virtual counselling for needy students are provided by the faculty 9. A separate facility

:Ladies Retiring Room is maintained for those students who are in need of physical rest during college hours.

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="http://www.rgasc.edu.in/gallery.php">http://www.rgasc.edu.in/gallery.php</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**

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The College realises the importance of Solid Waste Management. The students are made to realise the importance of the same and has been giving them continuous sensitisation programme about the Solid Waste Management. Through the papers prescribed in their syllabus, the faculty members informed and make the students to know or aware of the necessity of Solid Waste Management. The paper prescribed for them in the syllabus is "Environmental Studies". This paper included in the curriculum of all the courses irrespective of the departments. This paper is a compulsory one as it is thought of as an onerous responsibility of all the citizens to be aware of one's own environment.

Separate bins are kept in the campus for degradable and non-

**degradable 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	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">NIL</a>
Any other relevant information	<a href="#">View File</a>

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

**D. Any 1 of the above**

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

**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**

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



File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
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	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
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	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
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).

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

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**The Institution organizes national and international commemorative days, events and festivals.**

The N.S.S unit of the College 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
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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 optimize their academic, social, personal and psychological well being during their course of study. As the students enter into the level of higher education during their post adolescent stage of life, there will certainly be a behavioural change. Changing social dynamics, technological development, difficult and disadvantaged family backgrounds altogether will have a great impact or influence on the students. This may increase the challenges in their personal and academic life. Hence, students need someone to guide and mentor them in decision making and problem solving skills. Each teaching faculty has to mentor approximately 28 students throughout their course of study in the college. The teacher after analyzing the students' family background, personal and academic skills, being a moral support guide and motivates the students to increase their learning potential. The teacher meets the parent and explains the mentoring process to them, explaining the importance of a family's responsibility and cooperation in mentoring the students.

#### Result

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 for the overall well being of the students. Mentoring decreased the drop-out rate especially among the students who are vulnerable towards discontinuing higher education. The teachers make home visits whenever there is absenteeism for a period of more than a week and when there is no response when contacted, telephonically. Mentoring has developed coping strategies to deal with personal, social and academic challenges that a student faces during her study period as well as for the future. A training session on professional Counselling and Guidance will boost the capacity of all the teachers, and thus, increase the standard of individual care and attention.

A few students find it difficult to express their difficulties despite the teacher being open to accommodate individual differences. During COVID-19, the teaching faculty were able to continue to render the same support through the mentoring system through online mode.

**Best Practice - 2 Environmental values and social responsibilities are instilled among the student**

A greener campus has been developed since the inception of the college. Especially, recently herbal garden has been set and taken care of by our students. This makes the students to realise the importance of the environment. 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. Even though they find a very minimal time to spend to take care of the garden, 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

#### **Institutional Distinctiveness**

- 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.

1. 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.
2. The number of sanctioned seats has been increased from 25 in all the Departments to 60. 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.

3. 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.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

#### Plan for the academic year (2021-2022)

##### A HOPE for the Future

At the INSTITUTION level it has been decided to align with the aforesaid objectives of the Vision and Mission of the Institution

To continuously Innovate, Introduce new courses and remain relevant to the changing needs of the stakeholders

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

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

To create an enabling environment for holistic development of Students, Faculty and Support Staff

To facilitate continuous upgradation and updation of Knowledge & Use of Technology, by Faculty and Students

To provide formal & informal education, dissemination of Knowledge, organizing programmes and activities for the benefit of all the stakeholders

To Protect and Promote Environment by creating awareness and initiatives

To promote Research attitude among Faculty and students

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

To make available all Information online on the College web-site relating to Examinations, Courses, Rules, Committees, Attendance, Activities, Programmes, Seminars, Workshops, Extension Activities, & Others;

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

To improve the Digital Content in the form of Video Lectures, Study Notes, etc. to be made available on the web-site by Teachers (Already the Practice has been implemented)

To improve the quality of Feedback Assessment by the Students

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

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

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

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

To organize programmes (informal education) on topics of general interest for the benefit of students and in the larger benefit of the society

To continue to organize Extension Activities for the benefit of the Society and to create awareness on various social issues

To insist on the habit of Cleanliness by creating awareness



among the students

To Identify Talent among students for various sports & cultural activities;

To provide mock-interview to enhance the Job-oriented Skill

To give training for the students to attend the Campus Placements which has also been Initiated already

To Strive and aim for more number of Campus Placements