



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

**TAGORE GOVT. ARTS AND SCIENCE
COLLEGE, AIRPORT ROAD, LAWSPET,
PUDUCHERRY**

- Name of the Head of the institution **DR. SASI KANTA DASH**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **0413-2253263**
- Mobile No: **NIL**
- Registered e-mail **hoitacc@gmail.com**
- Alternate e-mail **iqactac23@gmail.com**
- Address **TAGORE GOVT. ARTS AND SCIENCE
COLLEGE, AIRPORT ROAD, LAWSPET,
PUDUCHERRY**
- City/Town **PONDICHERRY**
- State/UT **PONDICHERRY**
- Pin Code **605008**

2.Institutional status

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

• Financial Status **UGC 2f and 12(B)**

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

• Name of the IQAC Coordinator **DR. RAMAPRABOU**

• Phone No. **0413-2253263**

• Alternate phone No. **0413-2257566**

• Mobile **9943388586**

• IQAC e-mail address **iqactac23@gmail.com**

• Alternate e-mail address **hoitacc@gmail.com**

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

<https://tac.py.gov.in/aqar2019.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

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

<https://tac.py.gov.in/Download/CALENDER/cal20-21.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	77.25	2004	16/02/2004	15/02/2009
Cycle 2	B	2.34	2015	05/01/2015	30/04/2020

6. Date of Establishment of IQAC

10/11/2004

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
Dr. M. BALAJI, AP OF PHILOSOPHY	PERIODIC LECTURE	INDIAN COUNCIL OF PHILOSOPHICAL RESEARCH	2021 / 1 YEAR	10,000
Puducherry State Higher Education Council	INFRASTRUCTURE DEVELOPMENT	RUSA-CENTRAL GOVT.	2020	7,29,000

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 **3**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**
- 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)

- Financial and moral support rendered to the students who lost their parents during the Covid Pandemic
- Continuous Assessment System and University Examinations (Online)
- Students' Feedback System
- Departments equipped with a Desktop Computer, Printer and Internet Facility.

• **Plantation of Trees and Plants within the campus for Eco-friendly campus**

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
Extension of Financial Support to Students who lost their parents during the Covid Pandemic	Students were able to take the course with the support of the teachers and passed their examinations successfully.
Conduct of Series of Webinars related to Covid-19	Created a platform for an interaction with the corona warriors so that the students and staff regained their confidence and found a new zeal to live a healthy and safe life.
Carrying out the Institutional Social Responsibilities (ISR)	Realizing the difficulties that the people underwent due to the inevitable lockdown, professors, staff and students of Tagore Govt. Arts and Science College, one of the oldest colleges in Puducherry, had taken a number of initiatives to help those in need of food, medicine and counselling.
Mentoring System	Mutuality between the teacher and students were established which helped the students to equip themselves to achieve / solve their academic requirements / problems. Apart, awareness created to face the Covid pandemic and extended support, financial and otherwise.
Induct Online classes during Covid Pandemic	Enabled constant learning among the students
Adoption of Continuous Internal Assessment (CIA) System and University Examinations (Online)	Students had achieved their academic requirements through fulfilling the task of

	completion of test and exam (online), assignments, and attendance.
Implementation of various initiatives of MHRD, UGC, RUSA, etc.	Inculcated the practice of concerning the community among students and staff of this institution
Engagement of Guest Faculty for the current vacant teaching positions	Engagement of Guest Faculty for the current vacant teaching positions Engaged Guest Faculty against the vacant positions in the college through Govt. funding ensuring the engagement of all hours as per the time table so as to benefit the students' community to effect their learning system.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Council	22/01/2021

14. Whether institutional data submitted to AISHE

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• if yes, whether it is uploaded in the Institutional website Web link:	https://tac.py.gov.in/Download/CALENDER/cal20-21.pdf				
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13. Whether the AQAR was placed before statutory body?	Yes
Name of the statutory body	
Name	Date of meeting(s)
Governing Council	22/01/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021	30/03/2022
15. Multidisciplinary / interdisciplinary	
The introduction of a multidisciplinary approach is a groundbreaking step that allows students to transcend traditional boundaries and engage with subjects like humanities, language, arts, dance, drama, music, visual arts, media, as well as science, technology, and mathematics. This broad-based education enriches their knowledge and skills, preparing them for a wide array of future opportunities. Multidisciplinary courses are offered by the college to the students. The science and arts programme includes 3 major papers as well as open electives that students can choose based on their interests. The students have the liberty of choosing open	

electives from other programmes based on their interests during their course of study, and this would enable them to learn on their own interest. This gives students the chance to acquire a variety of skills, both technical and practical. Our college is unique in terms of our understanding of curriculum and holistic learning.

As an affiliated college, the college follows the curriculum prescribed by the University. Each department is offering a Generic Elective paper for students of other disciplines to promote interdisciplinary learning among its students through various departments and enabling an exposure to some other discipline/domain.

16.Academic bank of credits (ABC):

Presently, the students performance are evaluated through continuous internal assessments, seminars and assignments for their Internal Marks. Similarly their external evaluation is done through the University Examination.

ABC will be implemented based on the bylaws of NEP 2020 in the near future.

17.Skill development:

The institution promotes vocational education and soft skill development of students through Career Guidance and Placement Cell.. The vision of the college is promoting Value-Based Quality Education; hence the college takes efforts to inculcate positivity among the learners. The college also celebrates National festivals like Independence Day and Republic Day. Observing various programmes like World Aids Day, Environment Day, observing the Death and Birth Anniversary of our National leaders which help in imbibing the good qualities of the students. Mentoring students is also one of the practices of the institution, to enable students to explore future employment pathways after graduation, and help them get the most of their studies. Student centric teaching methods are adopted for effective communication of the subject knowledge to the students. Students are taught with the mission that fosters a learning environment which nurtures exploration of various skills and critical thinking about the subject. This presents new opportunities for academics in strengthening the courses.

The following are the student centric methods adopted:

? Provision for individual involvement in practical or project work

? Special lecture programmes .

? Experiential learning

? Participatory learning

? Problem solving

? Active learning

The students are also given training in the following:

? Soft skill

? Life skills

? Employability Skills

In addition to regular classroom activities, the institution puts significant effort into providing students with essential skills such as critical thinking, problem-solving, teamwork, communication skills, career readiness, leadership abilities, intercultural and ethical competency, self-awareness, and emotional intelligence. These skills are nurtured through various beyond-the-classroom initiatives.

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

Located in a multilingual region, the institution promotes the exchange of linguistic and cultural traits of heterogeneous groups. Students get an opportunity to develop their multilingual capacity in Tamil, Malayalam, Hindi, Telugu, Arabic, French and English alike.

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

The Institution already follows outcome-based education with a customized lesson plan manual which clearly states, course outcome, program specific outcome and program outcome. Students are made aware of the various course outcome, and program-specific outcome through the curriculum and orientation program. Attainment of outcome is analyzed and assessed at the end of the program. The students are sensitised on the course and programme outcomes. This helps to develop self-directed and confident learners with the knowledge, skills, attitude and values which enhances their employability and progression opportunities.

course outcome

1. Enhancement of the well-being of their family and society.

2. Ability to educate those around them about health, road safety, and environmental matters with expertise.
3. Readiness to confront life with an open mind, a scientific outlook, and rational thinking.

Students are encouraged to participate in activities for social and community service. The College has made dedicated efforts to impart quality education. It has been contributing significantly in transforming socio - economic conditions of the people of their region by generating highly skilled employable and socially responsible manpower.

20.Distance education/online education:

The institution promotes teaching-learning through virtual platforms. Faculty members have sufficient experience in e-content development and the use of technological tools for the teaching-learning process.

Extended Profile

1.Programme

1.1	16
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	3871
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	674
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File
2.3	1280
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	131
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	139
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	61
Total number of Classrooms and Seminar halls	
4.2	17.18
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	60
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

The syllabus for undergraduate courses is prepared and approved by the Board of Studies constituted by the University. Two teachers represent the institution to ensure that the proposed syllabus is relevant and adequate. At the beginning of the academic session, departmental meetings are held and the allocation of the syllabus is done. Teachers prepare their individual lesson plans and they also have to take tutorial classes for the better performance of the students. A centralized time table committee is instituted to work on the viability and to design a suitable timetable for the effective teaching. For the effective delivery of curriculum, various teaching methods are applied based on the requirement of the subject or topic. Both Chalk and Black board method and ICT-enabled teaching-learning methods are followed. Two internal assessments are done to keep track on the improvement of the students. Based on the performance of the students, remedial classes are also conducted. Every department keeps a record of the students' attendance and counselling is given to students who lack attendance. After the results are published, the class teacher discusses it with the students to help them perform better in the next session.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The college academic calendar is prepared on the basis of departmental calendar of all departments and various committees and an academic calendar issued by the Pondicherry University. However, due to COVID-19 guidelines issued by the Govt of India, the classes shifted to the online mode and each department used ICT platforms such Whatsapp, Google Classrooms, Zoom Meetings, etc. to communicate and conduct their routine classes.

According to the exam schedule of the affiliated university, the college adjusts the academic calendar. The academic calendar is prepared well in advance of next academic session. The academic calendar is displayed on notice board for reference of the students and staff. It carries approximate schedules regarding admission process, teaching-learning schedule, evaluation blue

print, curricular and co-curricular activities, extra-curricular activities, major departmental and institutional events to be organized and dates of holidays. However, due to COVID-19 pandemic, such practices were withheld.

At the beginning of the academic session, departmental meetings are held in each department in which the road-map for transaction of the curriculum in the academic session is discussed and the allocation of the syllabus to the teachers is done. Classes are held according to the prepared schedule under the supervision of College administration/ Head of the Department. All such activities were conducted in Online Mode due to COVID-19 pandemic.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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

A. All of the above

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

1.2 - Academic Flexibility

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

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**16**

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)****0**

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

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**0****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****0**

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human**

Values, Environment and Sustainability into the Curriculum

Our College strongly believes in perfect amalgam of learning and societal needs and its constructive manifestation in the society. The institution makes continuous efforts to enhance quality of education which can build competence, instill compassion for fellow human beings and form sound character in a student. Gender Justice and Gender Studies in Department of Sociology and Department of English seek to sensitize the students on gender issues. The college has integrated two compulsory courses i.e. Public Administration and Environmental Studies into its curriculum to create awareness and enhance the understanding of the students on environment, sustainability and effective governance. The course- Communication skills in Hotel Business in Department of French helps the students to know the professional setup of a hotel and service industry especially to cater international tourists and visitors. The students are more aware of the booming tourism industry. The different components of the industry are introduced to kindle the yearning to explore new job avenues. The course- Theoretical Ethics in Department of Philosophy aims to inculcate the idea that Man is a combination of three aspects -knowing, feeling and willing.

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

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year
2

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

1.3.3 - Number of students undertaking project work/field work/ internships**162**

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
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File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://tac.py.gov.in/Download/AQAR/RESFED.PDF

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1440

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

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

518

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution being a Government College, the admission is centralised and very transparent.

The admission process is done with transparency with the reservation policies as stated by the Government of India .

The skill and knowledge level of the students admitted is assessed through a common induction programme, addressed by the Principal and the Heads where the students are educated on the teaching learning process followed by a Departmental meeting. The tutors/mentors assess the learning levels of the students. The individual faculty will find way to bridge the knowledge gap of students in their class with their personal observation.

Identified advance learners are encouraged to take up certificate/Diploma courses and introduced to add-on courses (off- campus). They are given special assignments to encourage them to learn the latest from the Open Educational Resources. These advanced learners are used as role models to encourage and motivate others.

Students identified as slow learners are put through a personal counselling session by the teachers/mentors to identify the reasons for their problem, by helping them out by supplying books and other content. Once their attitude and perception change they become more confident and do well in studies.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
3991	125

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The Lockdown resulting from the COVID19 pandemic has changed the way of teaching from direct classroom teaching to online mode. Our students mostly hail from poor background and could not afford access to online teaching modes. However the teachers accommodated them by permitting two or more students to attend class from a single connecting mode. The teachers used online platforms like Google Classrooms, Google Meet, Zoom Meetings and Webex Meet for teaching. Assignments, tests, seminars were conducted online for internal assessment. The end semester examination also went online for a period.

Student centric teaching methods are adopted for effective communication of the subject knowledge to the students. Students are taught with the mission to facilitate a learning environment which nurtures exploration of various skills and critical thinking about the subject. This presents new opportunities for academics in strengthening the courses.

The following are the student centric methods adopted:

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The students are also given training in the following:

- Soft skill
- Life skills
- Employability Skills

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The prolonged lockdown imposed due to COVID19 has taken a toll on direct teaching and impacted the teaching learning process. As per the directives of the Directorate of Higher and Technical Education (DHTE), Government of Puducherry teaching switched over to online mode. All the teachers used online platforms like Google Classrooms, Google Meet, Zoom and Webex Meetings for teaching. A report of classes handled on these platforms were also periodically sent to the DHTE. The teachers used digital boards, digital writing boards, etc., for teaching during this period. OER resource materials and also their own additional study materials were provided by the teachers.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://tac.py.gov.in/Download/AQAR/ict.PDF

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

2.3.3.1 - Number of mentors

96

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

2.4 - Teacher Profile and Quality

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

112

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

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

74

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

18

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The college has a transparent and robust evaluation process, in internal assessment, the details of the process is communicated to the students in time. The institution adheres to Pondicherry University norms for internal assessment . This is effectively followed for the benefit of the students. The internal assessment includes two internal tests per semester which are spread out over the entire semester. The internal Assessment in total stands for 25 marks, out of which 20 marks are based on two internal tests, assignment/seminar and 5 marks are attributed to class attendance. The students are encouraged to review their performance in the internal tests to improve their score.

The students are informed about their attendance at regular intervals, generally, at the end of the month, to enable them to achieve the minimum required attendance (as stipulated by the university). In case they fall short, they are advised and encouraged to be regular.

All the students are aware of the evaluation process—both Continuous Internal Assessment and semester end external examination..

The students learning is continuously monitored under the internal assessment and corrective steps, if necessary, are taken by the teachers

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester. The internal assessment test schedules are prepared and communicated to the students well in advance. The answer scripts of students with grievances are reassessed by the faculty in the presence of the student. Any corrections in the total of marks or assessment of answer books as identified by students are immediately done by the faculty members. In case of practicals the performance of the students is assessed for every experiment which includes regularity, performance, viva and the promptness in submitting the record.

Any student who is not satisfied with the assessment and award of marks may approach the concern HOD who can intervene and take corrective action like:

- Discrepancies in the marks awarded are clarified with the faculty
- Students who excel in sports, NCC/NSS activities and could not attend the tests are given additional chances to take the tests/seminars
- Students with medical emergencies are also given due consideration to appear again

The student performance is displayed on the notice board in the respective departments and the marks are uploaded periodically on the university Web portal.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The Programme outcome of all the courses are clearly defined in the prescribed syllabus by the affiliating university viz., Pondicherry University. The course outcome is also clarified in the University syllabus. The students are familiarised with the course and programme outcomes. This helps to develop self directed

and confident learners with the knowledge, skills, attitude and values which enhances their employability and progression opportunities.

After graduating from this college the students will

* Improve the quality of life of their family and society

*Educate the people around them in health, road safety and environmental issues.

*Can face life with open mind, scientific temper and rational thought

Students are encouraged to participate in activities for social and community service. The College has made dedicated efforts to impart quality education. It has been contributing significantly in transforming socio - economic conditions of the people of this region by generating highly skilled, employable and socially responsible manpower.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://tac.py.gov.in/Download/AQAR/CO.PDF
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

Attainment of Programme outcome and Course outcomes are evaluated by direct and indirect methods.

Direct Method

The total marks obtained in the internal assessment and University examination is used to measure the attainment of course outcomes. The internal assessment includes two internal tests per semester which are spread out over the entire semester. The internal assessment contributes 25 marks. Performance in tests and assignment/seminars carries 20 marks and attendance 5 marks. The end semester University examination carries 75 marks. After completion of the examinations a single overall marksheet is given to the student which gives the Cumulative Grade Points Average

CGPA. The percentage of marks obtained in the degree is calculated as

$CGPA \times 10 = \text{Percentage}$

0 - outstanding ; A+ and A - First Class.

Indirect Method

Achievement and progress of the student after graduation are taken as parameters for the indirect evaluation of the programme outcome. Clearing competitive examinations like SSC, UPSC, Bank P.O etc., are also indicators of programme outcome. Teachers, entrepreneurs and professionals working in the specialised fields are also considered for evaluating the programme outcomes.

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

2.6.3 - Pass percentage of Students during the year

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

809

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://tac.py.gov.in/Download/AQAR/SSR.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	View File
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year****0**

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year****10**

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

3.2 - Research Publications and Awards

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

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

10

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

12

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Our institution organises many activities round the year which includes NSS camps, orphanage visits, literacy program, health and hygiene program, HIV awareness and human trafficking awareness etc.

During COVID Pandemic the college took an effort to provide the following services:

Counselling was given to 40 people, safety kits distributed to 250 Sanitary /Health Workers, groceries and survival kit were provided to 60 poor students and more than 300 elderly people, Medicines for 70 Senior Citizens. Additionally provided food for 300 stray dogs for 8 days, for which 25 Volunteers and 20 NCC cadets worked for 20 days.

Tree plantation was carried out around the Kanagan Lake, one of the major storages of water of Puducherry state, so as to enable a green and shady atmosphere for the public of Puducherry who take morning and evening walks.

As a part of Swach Bharat Mission, cleaning of beach was carried out enthusiastically by our staff members and student volunteers. Garbage was collected and handed over to Swach Bharat workers.

Most of these activities were initiated by the institution, with the help of students and the members of the community/ social organizations. Through continuous extension activities, the institute has built a strong relationship and a healthy rapport with the members of the community and the social organizations which is one of the major strengths of the college.

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

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

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

2

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

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

44

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

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

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

1310

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

3.4 - Collaboration

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

1

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Tagore Government Arts and Science College - has adequate infrastructure and physical facilities for teaching and learning. It is functioning in 13 acres of green campus with 12 separate blocks for various departments with 60 well maintained class rooms out of which 10 class rooms/Departments are ICT enabled. The Air Conditioned conference hall with dining area, has generator support, over head projectors, round table with conference

microphones, and sound system. This is the only college in Puducherry with an open air class room under the canopy of green trees. All the 10 laboratories are well equipped with advanced instruments. All the departments are Wi-Fi /internet enabled and are surveilled by 23 CCTV surveillance cameras for the benefit of staff and students. The college has a girls common room, sufficient number of toilets/wash rooms, and seperate wash rooms for disabled. Ramp facility, Yoga and Counselling room, 2 canteens for students, Stationary shop with photocopy facility is also available. The college has the 2nd biggest ground in Puducherry State . The central library has a good collection of text books, reference books, magazines and newspapers. All the departments are provided with computers & Printers and R.O. drinking water facilities for the benefit of students and staff members.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://tac.py.gov.in/Download/AQAR/infra.PDF

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

The college has sufficient facilities for cultural activities, sports, games Yoga, etc. The Air Conditioned Conference hall with stage to perform small programmes and a Mini Auditorium/Dining area adjacent to conference hall with seating capacity of 200 can also be used for conducting cultural programmes and rehearsals of programmes. The open class room under the canopy of trees, hosts most of the cultural programmes. The college has a huge play ground where, events like annual sports, inter college cricket and football matches and all other kind of outdoor sports activities are organized both by the college and outside organizations. The yoga and other indoor competitions are conducted in the auditorium.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://tac.py.gov.in/Download/AQAR/PLAY.PDF

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**10****4.1.3.1 - Number of classrooms and seminar halls with ICT facilities****10**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://tac.py.gov.in/Download/AQAR/ict.PDF
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****17.18**

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Tagore Government Arts and Science college Library is the oldest and biggest college library in the Union territory of Puducherry (Started in the year 1961) with collection nearing 1 Lakh. The college has a separate spacious two storied library building from the beginning of the of the Institution. The library has 3

computers and printers for use of staff and students. The total floor area (ground and First Floor together) of the library building is 14,888.75 Sq.ft. Students and teachers have separate reading area. Book binding machineries and regular termite proofing ensure maintenance of collection. The rare books of the library have been identified and kept separately under rare book collection. The library is provided with C.C T.V surveillance camera to counter pilferage of books.

Following services are provided in the library: Book lending service, INFLIBNET N-List member facility, reference service, subscription to 33 magazines and 9 dailies, information board and question paper archive. The library is Wi-Fi enabled and also provides higher studies guidance, library orientation class etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://tac.py.gov.in/Download/AQAR/Library.PDF

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

B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

INR 0.12

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

25

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

4.3 - IT Infrastructure

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

Institution frequently updates its IT facilities including wi-Fi

Through BSNL LAN and Wi-Fi Connections are provided.

The lab is equipped with standalone systems with Pentium i3 processor and 4 GB RAM with 500 GB of storage. At present the departments have 35 systems in working condition. The department has made request for the purchase of additional 60 systems . The computer lab has a centralized Internet facility funded by RUSA, through which Wi-Fi can be sourced to all the staff members.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://tac.py.gov.in/Download/AQAR/wifi.PDF

4.3.2 - Number of Computers

35

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

4.3.3 - Bandwidth of internet connection in the Institution**A. ? 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****1.4 LAKHS**

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

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

The college ensures regular maintenance for up keep of all infrastructural facilities by signing service contract with various firms in Puducherry for quick attending of repairs. Each Department is provided with full time support staff for cleaning and maintaining of class rooms. The college has a contract with labour supplier for cleaning of college campus, toilets, gardening etc. A section functions in Principal's office for monitoring and to take action to maintain all infrastructural facilities. The college has a post of Electrician (Deputed staff from Electricity Department) for maintenance work. The committee constituted with Heads of the Departments under the chairmanship of Principal, chalk out systematic plans for the construction, maintenance, purchases etc. The Government of Puducherry rules have been followed for verification of stores, laboratory articles, and library books. Every year the store verifier in-charge of the College at Directorate of Higher and Technical Education inspects all store items and library and submits their report. The college library follows weeding out policy regularly. Regular maintenance of infrastructure is done during vacation. Under the scheme "Earn while you learn" programme, students carry out tasks like painting of benches, data entry work of library etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://tac.py.gov.in/Download/AQAR/workagreement.PDF

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

261

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

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

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

8

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to institutional website	https://tac.py.gov.in/Download/AQAR/capacity.PDF
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**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	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

19

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education****131**

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year****0**

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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 institution motivates students' participation in various administrative co-curricular and extracurricular activities throughout the year. The college has the Centre of Co-Curricular activities which conducts cultural events and organizes programs in the college and also serves as a bridge between the college and other educational institutions to communicate and ensure participation of the students in various programs around the state. Various clubs such as the Music Club and the Film Club has been instrumental in building up the students' potential and in developing their personality. They participate in events and even help in organizing programs in the college. The students have given their time and talent to bring laurels to the college. The Legal Services team has been functioning under the aegis of Union Territory of Puducherry Legal Services Authority, from 01.06.20 to 31.05. 21. The student member is given remuneration by the Union Territory of Puducherry Legal Services Authority (UTPLSA) and the student member sits along with the Chairman and Advocate during the meetings. The NSS, NCC and Red Ribbon Clubs help the students to serve the community. The college also motivated students' participation in the Internal Compliant Committee, Anti- Ragging Committee, Library Committee and various other administrative responsibilities. A representation to student is also given in the Internal Quality Assurance Cell of the college.

File Description	Documents
Paste link for additional information	https://tac.py.gov.in/Download/AQAR/extracurricular.PDF
Upload any additional information	View File

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

2

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

Alumni engagement The college adopted the following measures to engage that its alumni is aware that alumni engagement not only contributes to the upliftment of the college but also creates the strong supportive network that benefits both the institution and its graduates.

- **Alumni association:** Every department has formed associations with its alumni. These groups help the alumni stay connected and also support the college in terms of infrastructure developments.
- **Mentorship programs:** Alumni are engaged in mentoring the current students, providing guidance and insights into the career development.
- **Alumni outreach:** We keep alumni informed about college developments, achievements and challenges through yearly

meetings. • Career services: We offer alumni access to job placements. • Networking events: Organize alumni networking events to bring former students and present students together to build a sense of community and provide opportunities for mentorship and collaboration.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college aims at producing knowledgeable and socially conscious citizens who will contribute to nation building. To ensure achievement of its mission, the college follows a system of participatory and decentralized management. The College Governing Council consisting of all heads of Departments meets regularly to discuss important academic and administrative matters. Various Committees like Admission Committee, Discipline Committee, Sports Committee, Gender Sensitization Committee, Examination Cell, SC/ST cell have been constituted to manage specific responsibilities. Headed by Senior Teachers, the committees ensure participation of teaching staff in various important activities. Various clubs have been created for extracurricular activities like music club, astronomy club, etc which are managed by students with the guidance of staff members.

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

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

The college follows a system of participatory and decentralized management. The College Governing Council consisting of all heads of Departments meets regularly to discuss important academic and administrative matters.

Various Committees like Admission Committee, Discipline Committee, Sports Committee, Gender Sensitization Committee, Examination Cell, SC/ST cell are constituted to manage specific responsibilities. Headed by Senior Teachers, the committees ensure participation of teaching staff in various important activities. Various clubs have been created for extracurricular activities like music, astronomy, etc which are managed by students with the guidance of staff members.

CASE STUDY- ADMISSIONS

An Admission committee is constituted every year consisting of teaching staff from various departments and some non teaching staff. The Committee conducts admission with the support of all departments.

File Description	Documents
Paste link for additional information	https://tac.py.gov.in/Download/AQAR/ADM.PDE
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College's IQAC is primarily responsible for formulating strategies to improve the quality of teaching and learning. Policy decisions and initiatives are taken and implemented through offices and departments.

Curriculum Development The college follows the curriculum as prescribed by the Pondicherry University. Modification and revision in the curriculum has been made as per requirement with the approval of competent authority of University.

Examination and Evaluation The pattern of Examination is prescribed by the Pondicherry University in addition to the end semester examination. The evaluation system includes internal assessments comprising of tests, assignments and attendance.

The Principal appoints a Nodal officer in the college to coordinate examination related matters with the University and the college.

Academic System Envisioning academic programs, academic endeavors and curriculum fitting to the national needs and to the needs of an emerging era through innovation and incorporation of quality

Human Resource Development Enhancing and equipping the human resource is decisive in its journey towards excellence. To develop the knowledge of faculty members, the college conducts seminars, webinars, etc. and they have been also allowed to take courses from HRDCs of Universities.

Students Admission The Student Admission takes place under the guidance of CENTAC, Govt. of Puducherry

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

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

The college has a clearly defined organizational structure to strategize future, formulate policies and to run the college in an efficient and outcome focused manner. The college function in compliance with vision, regulations, policies, Pondicherry government, UGC and affiliating university. The functioning of institutional bodies is effective and efficient as visible from appointment and service rules, policies.

1. Appointment and service rules of the college has well-defined policies and practices for recruitment and promotion. The appointment of teaching faculty is governed by service rules and regulations of the UPSC. The selection, recruitment and promotion of the non-teaching faculty are in conformity by state government. Timely recruitments and promotion of competent faculty have resulted excellent and effective teaching-learning process.

2. The college has well-formulated policies on Quality, HR, Student Support and Welfare Measures, Infrastructure etc. and well-defined code of conduct

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://tac.py.gov.in/OrgCHart.pdf
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Since, the college is a government owned, it provides all welfare measures to teaching and non-teaching staff as prescribed under various rules of Government of Pondicherry and UGC. The various important measures are:

1. Statutory welfare measure**a. Provident fund****b. Maternity leave****c. Paternity leave****d. Child care leave****e. Retirement Benefits like GPF, NPS, Encashment of EL, Gratuity, etc.****f. Other admissible leaves****2. Financial Assistance****a. Reimbursement of school fees for children of faculties studying in school****3. Career development measure****a. Financial assistance for conducting national seminar and workshop for career development****b. Counselling cell for staff and students****c. Grievance Redressal Mechanism for staff and students**

File Description	Documents
Paste link for additional information	https://tac.py.gov.in/Download/AQAR/welfare.PDF
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year****3**

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

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

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

1

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

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

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

65

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

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

Performance Appraisal System as per UGC norms is followed in the college. Self appraisal by teaching and non teaching staff is done every year. Service books for teaching staff are maintained in the college where information regarding academic activities is recorded. Non-teaching staff is assessed every year by submitting forms which include brief record of their routine duties. Feedback from outgoing students is also collected every year on quality of teaching.

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

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 audit:

Internal auditing is carried out by a Chartered Accountant appointed by the Pondicherry Govt. for Higher Education. He or She provides suggestions and instructions for maintaining the accounts. The verified details of the accounts is subjected to

external audit by the Comptroller Auditor General, Tamilnadu and Puducherry.

External audit:

The verified details given by the Chartered accountant is subject to external audit by Comptroller Auditor general, Tamilnadu and Puducherry.

Audit Objections and Rectifications:

The audit objections are rectified by the accounts department and an Action Taken report with explanation is submitted to the Finance Committee and also sent to the auditor for final approval.

File Description	Documents
Paste link for additional information	https://tac.py.gov.in/Download/AQAR/audit6.PDF
Upload any additional information	View File

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

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

0

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

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

Well-defined Financial Policy of the college helps for mobilization of funds and its optimal utilization. The annual financial planning is done and financial decisions are taken by committee and Principal.

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

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

- **Financial and moral support rendered to the students who lost their parents during the Covid Pandemic**
- **Continuous Assessment System and University Examinations (Online)**
- **Students' Feedback System**
- **Departments equipped with a Desktop Computer, Printer and Internet Facility.**
- **Plantation of Trees and Plants within the campus for Eco-friendly campus**

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

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

The college regularly collects feedback from Students and teaching staff to ensure the best quality of teaching. For the year 2020-2021, due to the Covid lockdown, the college switched to online and later blended mode of teaching and learning. This opened new avenues of collaboration between the College and other institutions from which eminent speakers were invited. The DHTE offered the Google suit platform for all the colleges in the U.T and the college utilized the platform to continue not only teaching but also provide moral and psychological support for the students.

The IQAC organised several seminars and workshops to help students and the staff perform better during the unprecedented pandemic.

Various experts were invited to share their views on the situation faced by the country. In collaboration with the Psychology department, the IQAC offered online counselling sessions and it invited doctors to share their views on the Pandemic.

These sessions and collaborations helped the students concentrate on not only their academic performances, but also face the unprecedented pandemic situation.

File Description	Documents
Paste link for additional information	https://tac.py.gov.in/Download/AQAR/covid.PDF
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

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

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

Women's Cell conducted a webinar on 01-10-2020 on the theme

‘Gender Bias and Stereotyping’. Dr. Savithri, Dean (Academics) Guru Nanak College, Chennai delivered her speech on ‘Gender Sensitization’ and Mrs. Rosalind Prabha, Assistant Professor of Psychology of this college delivered her speech on ‘Gender Equality’.

a. Safety and Security:

- CCTV Cameras set up in the college campus
- Anti-Sexual Harassment Cell
- Women Protection Group
- Discipline Committee
- Anti-Ragging Committee
- Legal Service Clinic.
- Security Personnels.
- Most of the Departments have one lady teaching or non-teaching staff

b. Counseling:

- Dr. V. Ramaprabou and Mrs. Rosalind Prabha, Assistant Professors of Psychology appointed as ‘State Counselors’ by the Principal of this college, as per the instruction of MHRD and on the direction of DHTE to provide counseling services to the needy public and students
- In general, girl students got special counseling from the lady teaching faculties

1. Common Rooms:

There is a separate common room for the girl students in the Computer Science Block of this college.

1. Day Care Center for young children:

There is a future plan of opening a Day Care Center

1. Any other relevant information:

Sanitary napkins incineration machines are installed in the rest room for girl students and women employees.

File Description	Documents
Annual gender sensitization action plan	https://tac.py.gov.in/Download/AQAR/GENDER.PDF
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://tac.py.gov.in/Download/AQAR/GENMEN.PDF

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

- 1. Rain water harvesting: Yes. (Photo attached).**
- 2. Bore-well/ Open well recharge: Yes. In place of bore-well and open well recharge, college has got water sumps for recharging. (Photo attached).**
- 3. Construction of tanks and ponds: Yes. There is a pond (Sangam Kulam). (Photo attached)**
- 4. Waste water recycling: Yes. (Photo attached)**
- 5. Maintenance of water bodies and distribution system in the campus: Yes. (Photo attached).**

Maintenance of water bodies and distribution system in the campus:The rain water is allowed to be absorbed by the pond bed (Sangam Kulam). Regarding the water distribution system, corporation water is collected in the sump and is pumped up to the overhead tank(s) in each block, from which the water is distributed through Reverse Osmosis Units for drinking purpose and for non-drinking purposes like hand-wash, etc.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://tac.py.gov.in/Download/AQAR/solid.PDF
Any other relevant information	View File
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	C. Any 2 of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1.Restricted entry of automobiles 2.Use of Bicycles/ Battery powered vehicles 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	View File
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File
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	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded
7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other	

diversities (within 200 words).

Groceries and vegetables were provided to the family of the needy poor students of this college. Food provisions were made available to the needy poor and elderly persons and food for the stray dogs during Covid-19. Food was prepared in the College Canteen hygienically, quality checked directly by the Principal, packed well and distributed by the Covid Warriors taking the help of NGOs. This service from the side of the college continued for more than 130 days. Sanitizers and Covid masks were provided to the employees as well as the public. Principal of the college, volunteers from the teaching and non-teaching staff and NGOs involved themselves in this great service to the society at a very crucial time. (Photos attached)

Dr. M. Balaji, Assistant Professor of Philosophy and Dr. Jenny, Assistant Professor of French and NSS Program Officers and Dr. Prasath, Assistant Professor of Computer science were assigned Corona duty during the complete lockdown period to assist the public. (Photo of the order attached)

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Due to complete lockdown as a result of Covid-19, teaching staff as well as the students had to take their classes on-line. Students had their first-hand training on online classes and also appeared for their University Semester Examinations on-line.

Teaching and non-teaching staff and student volunteers were involved in the Puducherry Assembly Election works which was conducted in 2019.

Steps were taken to enroll new voters from the students' community.

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

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

C. Any 2 of the above

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

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

Due to complete lockdown as a result of Covid-19 and any gathering had to be avoided, the Indian Independence Day as well as the Indian Republic Day were celebrated in a much simpler manner. The Principal of this college along with some teaching and non-teaching staff were gathered in minimum numbers. The Principal hoisted the National Flag with a flag salute followed by National Anthem.

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

7.2 - Best Practices

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

- **Mentoring System**

- **Green Campus**

(Best practices given in the Institutional web site)

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Most of the students are first generation graduating in this college from the economically weaker section of the society. They are not well versed in English, as they have had their schooling in their mother tongue. Hence, the need for the communicative skill along with other skills that will make them face this competitive world in a much better dignified manner. In connection with this, Centre for Extra Curricular Activity (CECA) was started to involve the students into various extra-curricular activities, entrepreneurial training, and providing regular mentoring. Inter-disciplinary skills involving arts, science and humanities. These inter-disciplinary skills involve Communicative English skills, Soft Skills. E-learning and other. There are different Clubs which involve activities such as the Reading Club and Writing Club in

order to inculcate them, their reading, analytical, and writing skills. They are encouraged to access and analyze the relevant reading material from newspapers, magazines, graphics, selected websites, short stories, novels and so on. They are encouraged to make presentations on their chosen topics of interest. Knowledgeable and experienced industrialists gave training. Job skills were imparted. These practices definitely increased their personalities and placements. This helped them in the actualization of their hidden potentialities

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Placing request before the Government of Puducherry for separate academic blocks.

To open skill development center within the college premises to impart various skill development courses of government and private players.

Extending the practice of 'Clean and Green Campus' on a larger scale in the forthcoming days by planting as many saplings as possible reasonably.

To have linkage with other academic and non-academic bodies through Memorandum of Understanding (MoU) to facilitate the students to avail benefits like training and placements, internships, research projects, study materials, etc.