



YEARLY STATUS REPORT - 2021-2022

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.	04132253263	
• Mobile No:		
• 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	UNION TERRITORY OF PUDUCHERRY	
• Pin Code	605008	
2.Institutional status		
• Affiliated / Constitution Colleges	AFFILIATED COLLEGE	
• Type of Institution	Co-education	
• Location	Urban	

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	PONDICHERRY UNIVERSITY, PUDUCHERRY				
• Name of the IQAC Coordinator	DR. V. RAMAPRABOU				
• Phone No.	04132253263				
• Alternate phone No.	04132257566				
• 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/aqar2020.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/cal21-22.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	01/05/2015	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
Puducherry State Higher Education Council	Infrastructure Development	RUSA, Govt. Of India	2021	33. 78 Lakhs
Dr. M. BALAJI, AP OF PHILOSOPHY	AZADI KA AMRIT MAHOTSAV	INDIAN COUNCIL OF PHILOSOPHICAL RESEARCH	2022	20,000
Dr. M. BALAJI, AP OF PHILOSOPHY	PERIODIC LECTURE	INDIAN COUNCIL OF PHILOSOPHICAL RESEARCH	2022	20,000
Dr. M. BALAJI, AP OF PHILOSOPHY	DECENTRALISATION OF POWER IN POLITICS AND TECHNOLOGY : GANDHIAN APPRAISAL	INDIAN COUNCIL OF PHILOSOPHICAL RESEARCH	2022	3,00,000

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	4	
• 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	No	

during the year?	
• If yes, mention the amount	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
Undertook voluntary services towards Poor Families providing them with Survival Packs, Groceries, Vegetables, ensured medical supplies to the aged, supplied 250kg rice everyday to the Sanitary workers and fed the stray dogs during the Covid Lockdown Period.	
Installed 3 RO plants with a capacity of 250 LPH water Filter Plant with UV Sterilizer 500 LPH and 1000 Ltrs PVC Tank with fittings for Computer Science Block, Auditorium Block and Science Block	
Continuous Assessment System and University Examinations (Online) and Students' Feedback System	
Involved in Students Capacity Building by paving Path to Entry into Civil Services, Showcase Their Talents through Painting, Skill Training on Software and Hardware Development, Conduct of Job Fair, etc.	
Institutional Social Responsibilities towards Plantation of Trees and Plants within the campus and act as a Model Institution for other Educational Institutions in the State for Eco-Friendly Green 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
Carrying out the Institutional Social Responsibilities (ISR)	Undertook voluntary services towards Poor Families providing them with Survival Packs, Groceries, Vegetables, ensured medical supplies to the aged, supplied 250kg rice everyday to the Sanitary workers and feeding the stray dogs during the Covid Lockdown
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
StudentsUpgrading supply of purified drinking water to students and staff of the institution assessments	Installed 3 RO plants with a capacity of 250 LPH water Filter Plant with UV Sterilizer 500 LPH and 1000 Ltrs PVC Tank with fittings for Computer Science Block, Auditorium Block and Science Block
Ensuring Students Capacity Building by conducting various programmes / events	Paved the way for Entry into Civil Services as well as showcase their Talents through Wall Painting and Graffiti, Skill Development Training on Software and Hardware, Conduct of Job Fair, etc.
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
13.Whether the AQAR was placed before	Yes

statutory body?	
Name of the statutory body	
Name	Date of meeting(s)
COLLEGE GOVERNING COUNCIL	30/03/2022
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-22	20/01/2023
15. Multidisciplinary / interdisciplinary	
Relevance The National Education Policy 2020 is a forward-looking document aimed at revolutionizing education, with a strong emphasis on making it more dynamic, comprehensive, and diverse. The policy promotes a multidisciplinary approach to learning, empowering students with a unique opportunity to explore courses from various fields beyond their primary area of study. This approach fosters the holistic development of individuals, equipping them to tackle the evolving challenges of the industry. 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. Furthermore, the NEP embraces a transdisciplinary nature, encouraging the integration of concepts, practices, and analytical frameworks from two or more disciplines to address complex problems effectively. This integration not only leads to the development of new fields of study but also equips learners with the ability to tackle multifaceted issues from a well-rounded perspective. The policy encourages an interdisciplinary approach, where the resources and insights of one academic stream are combined with others, fostering solutions beyond traditional boundaries and promoting innovative problem-solving based on fresh understandings.	

Practice

This college aims at quality education consistent with a motto of "Virtus, Pietas, Fides" (Virtues, Devotion and Confidence). It strives to facet Human Personality - of Character with Virtues, of knowledge with Devotion and of Skill with Confidence for God's Glory, Nation's Pride and Man's Betterment. It has a holistic multidisciplinary curriculum with a vision to equip the students in line with the motto through offering core and allied courses. It offers Under Graduate programmes in the fields of Arts, science and Languages. An intergral part of the courses and subjects like Tamil, English, Hindi, French, Environmental Science, and Public Administration which are taught in the 1st two semesters. Credit based course on Environmental education and Public Administration is a part of the curriculum.

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

This apart, the college emphasizes the adoption of a comprehensive and interdisciplinary approach to integrate and deliver the curriculum. This approach effectively connects diverse areas of study to present and explore various topics, subjects, or issues through different platforms like fora, clubs, and committees.

The college 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 invarious programs around the state.
- Music Club
- Film Club
- Astro Club
- Reading and Writing Club
- Red Ribbon Club
- Legal Services Clinic
- NSS
- NCC

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.

16.Academic bank of credits (ABC):

The college is affiliated to Pondicherry University which is the authority in decision making regarding the course curriculum. Since, the University is yet to implement the NEP, the college awaits further communication in this regard.

17.Skill development:

The vision of the college is promoting Value-Based Quality Education - i.e., Character with Virtues, Knowledge with Devotion and Skill with Confidence for God's Glory, Nation's Pride and Man's Betterment; hence the college takes efforts to inculcate positivity among the learners. The college promotes technical and soft skill development of students through various Career Counselling and Placement Cell and enabled linkages with other state and central government agencies and private players in the market. Besides, it conducts awareness programs to motivate students and job fairs to get jobs of their interest.

The college also celebrates Independence Day and Republic Day and conducts various programs like World Aids Day, Environment Day, observes the Death and Birth Anniversary of our National leaders which help the students imbibe good qualities. Mentoring students is also one of the practices of the college, to enable students to explore future employment after graduation, and also 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:

1. Provision for individual involvement in practical or project work
2. Special lecture programmes .
3. Experiential learning
4. Participatory learning
5. Problem solving
6. Active learning

The students are also given training in the following

1. Soft skills
2. Life skills
3. Employability Skills

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

Located in a multilingual region, the college 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. The college offers Tamil, English, Hindi, French etc. as basic language courses during the first two semesters.

To provide classroom delivery in bilingual mode (English and vernacular), the college conducted a 15-day orientation program for newly recruited members of faculty to learn the vernacular.

The college offers B.A Tamil, B.A English and B.A French as Under Graduate Degree programmes. Besides, the college offers Tamil, English, Hindi, French as a subject in first two semesters in all undergraduate courses to students who have opted for any of the languages.

The college showcased the talents of the students in preserving the Indian culture and traditions through graffiti on the inner and outer walls of the college which was appraised by the renowned artist Mr. Lalit Varma, Aurodhan Art Gallery, Puducherry. Pondicherry is famous for Indian arts. The college invited Padma Shri awardee Mr. VK Munuswamy, a traditional terracotta sculptor to

attract the minds of the youth towards Indian arts.

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

The college 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 outcomes is analyzed and assessed at the end of the program. The students are sensitized on the course and programme outcomes. This helps to develop self-directed and confident learners with the knowledge, skills, attitude and values which enhance their opportunities for employment and progress.

1. Enhancement of the well-being of students' families 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 college promotes teaching-learning through virtual platforms. The Covid-19 pandemic has taught many lessons, one of which is how to handle online classes. The college was able to manage the Covid-19 pandemic situation smoothly and the faculty were able to manage the teaching using online platforms like Google and Zoom meet. The advantages of open and distance learning increase the chances of gaining access to geographically dispersed students. Students were encouraged to avail credit and take courses from 8 weeks, 12 weeks or 16 weeks Massive Open Online Courses (MOOC) platforms like SYAYAM, NPTEL, AICTE and CEC. The members of faculty have also 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	4233
Number of students during the year	
File Description	Documents
Data Template	View File
2.2	687
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	1376
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	125
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 Total number of Classrooms and Seminar halls	61
4.2 Total expenditure excluding salary during the year (INR in lakhs)	25.85
4.3 Total number of computers on campus for academic purposes	60

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

Being an affiliated college, Tagore Government Arts and Science College follows the syllabus prepared and approved by the Board of Studies constituted by the University. The concerned departments are exclusively responsible for the delivery and transaction of the course content. Departmental meetings are held in each department at the commencement of the academic session, in which 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. University academic calendar is followed. To have a system in the delivery of the lessons a centralized time table committee is formed to work on the viability and to design a suitable timetable for the effective teaching. For the effective delivery of curriculum, various teaching methods such as Chalk and Black board method, ICT-enabled teaching-learning method, Paper Presentation and Seminar by the students and experts, and Group Discussions are applied based on the requirement of the subject or topic. Internal assessment in the form of Tests and Assignments are done before the final semester exam to keep track on the improvement of the students. As this academic year was affected by COVID-19, a lot of curriculum delivery related activities were conducted in Online Mode.

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)

Pondicherry University provides the main academic calendar for all academic activities. Based on that, each department prepares its own academic calendar. It contains the activities to be carried out during academic year. The college academic calendar is prepared on the basis of departmental calendar of all departments and various committees. However, this academic year was affected by COVID-19 pandemic and as a result, few of such activities were conducted in Online Mode.

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.

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. Teachers prepare their lesson plan according to the topics assigned to them.

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

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above 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

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

Tagore Govt. Arts and Science College strongly believes in perfect amalgam of learning and societal needs. 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 provided by the Department of French helps the students to know the professional setup of a hotel and service industry especially to cater international tourists(French) and visitors. The course- Theoretical Ethics in Department of Philosophy aims to inculcate the idea that Man is a combination of three aspects

namely, knowing, feeling and willing aspects. The knowing aspect of man is driven towards 'Truth', the feeling aspect is driven towards 'Beauty', and the willing aspect is driven towards 'Good'.

File Description	Documents
Any additional information	View File
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

3

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

175

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	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

C. Feedback collected and analyzed

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

516

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

Being a Government institution, the admission process is centralised and done with transparency with the reservation policies as stated by the Government of India.

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

Identified advanced learners are encouraged to take up certificate/Diploma courses and are 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 counseling session by the teachers/mentors to identify the reasons for their problem, by helping them by supply of books and other content Once the attitude and perception changes they become more confident and perform 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
4233	125

File Description	Documents
Any additional information	No File Uploaded

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

TGASC adopts student centric methods to make the teaching - learning process more effective. The teaching - learning process is student centric by default and sufficient space is provided for that in academic plan. Teaching is mainly based on lecture method with the use of blackboard. Some Departments like Computer Science are extensively using ICT in teaching. Teachers use all available ICT platforms for sharing content and giving assignments to students. They also share Open Educational Resources relevant for the course of study. The college library is having access to INFLIBNET which the teachers and students can use to get the latest in their area of teaching learning.

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, role play, field visit, industrial visits, case study, debates, seminars, presentations. Organization of educational trips and surveys. Special lecture programmes

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://tac.py.gov.in/Download/AQAR/ICT.PDF

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

In addition to the traditional Chalk and Talk method of instruction, ICT tools are used by teachers which enhance students capability of understanding the information in an effective way. Most of the teachers are using these tools available in the college. General ICT tools used by faculties are: desktops and laptops, projectors, digital cameras, printers, photocopiers, scanners, microphones,. To address the learning needs of the students in the new teaching-learning scenario, the college has 10 ICT enabled classrooms. The conference room is also well equipped with ICT facilities. The college aims to moves from reproductive model of teaching and learning to an independent, autonomous learning model that promotes initiation and creativity. The college also motivates teachers to prepare computer aided teaching/learning materials by providing them with infrastructural support like desktops, laptops, printers, projectors and hight speed internet. These tools help teachers in developing e-content in different subjects and bringing innovativeness in teaching their subjects. The teachers use the available computers with internet connections to tap the online educational resources like NLIST and INFLIBNET. The teachers use various sources for selection of the best content like the prescribed text book, reference books and the e-content available in OERs.

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**97**

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****121**

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****84**

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**948**

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.

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

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

The college has a transparent and robust evaluation process, in internal assessment, the details of the process are 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 scores.

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.

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, the 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 sheet of such student is assessed by the faculty once again in the presence of the student. Any corrections in the total of marks given or assessment of answer books which are 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 concerned 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 given in the University syllabus. 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 that enhances their employability and opportunities for progress.

After graduating from this college the students would

- have enhanced their knowledge in their respective field of study
- have clarity in socio-economic domain.
- have improved interpersonal skills
- have improved their emotional and social quotient
- have improved their emotional and social quotient

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

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

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 examinations 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

867

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/SSRR.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	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

4

File Description	Documents
Report of the event	View File
Any additional information	View File
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

31

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

16

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

To nurture students as citizens with moral, ethical and social values to provide service to society through various activities. This institution has organized many programmes like plantation of trees, awareness programs, and social projects in association with various social organizations and various clubs. NSS units of this Institution have been actively involved in this aspect by arranging a special camp in the adopted village. Student volunteers conducted field survey, and organized awareness programmes on various issues and schemes of Government in the adopted village. The institution focused special attention on tree plantation in and around campus. Tree plantation on a large scale is organized in the campus on every occasion. This year coconut trees were planted in the campus by involving all the Head of the Departments. Plantation was done on the median strip of ECR road near Rajiv Gandhi Square. There was a visit by transpeople to this College. They praised

the learning ambiance of the college expressed their willingness to study here.

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

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	View File
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

36

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

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

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

1228

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.

The Institution has adequate infrastructure and Physical facilities for teaching -learning .viz, class room, laboratories, computing equipment etc.

Tagore Government Arts and Science College – the oldest college in Puducherry has adequate infrastructure and physical facilities for teaching and learning. The college is functioning in 20 acres of green campus with separate 10 blocks for various departments. It has well maintained 60 class rooms among this 10 class rooms/Departments are ICT enabled with Projectors and Wi-Fi facilities. The Air Conditioned conference hall with dining area, is having Electricity Generator support, Over head Projectors, conference table with microphones and sound system. This is the only college in Puducherry with Open air class room under canopy of trees. Laboratories are well equipped with necessary advanced instruments. Departments are Wi-Fi /internet enabled and is under CCTV surveillance cameras for the benefit of staff and students. The college is having girl's common room, sufficient number of toilets/wash rooms, Separate toilets/washroom for disabled, ramp facility, Yoga and Counselling room, 2 canteens for students and stationary shop with photocopy facility. The Playground and library of this college are the biggest in Puducherry. All the departments are provided with computers & Printers and all the blocks are provided with R.O. Water facilities. All sides of the campus is covered with boundary wall painted various images.

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 is having sufficient facilities for cultural activities, sports, games Yoga, etc. The college is having a Air Conditioned Conference hall with stage to perform small programmes and a Mini Dining area adjacent to conference hall with seating capacity of 200 also used for conducting cultural programmes and rehearsals of programmes . The open class room under canopy of tree, where most of the cultural programmes were usually hosted. The college have a huge play ground where, events like annual sports, inter college cricket and football match and all other kind of outdoor sports activities are organized both by the college and outside organizations. The yoga and other indoor competitions where conducted in conference hall itself.

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)

10.47

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 planned two storied Library Building from the beginning of the of the Institution. The library is having 3 computers and printer 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 are having separate reading area. Book binding machineries for maintenance of collection and termite proofing also have been done regularly. 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 control pilferage of books.

Following services are provided in the library: Book lending service, INFLIBNET N-List member facility, Reference service, Purchases 33 magazines and 9 dailies, Question paper service, Library is Wi-Fi enabled and internet browsing facility is also available in the library. Services like Job/Higher studies guidance, Library orientation class, Information board, New word etc. also done.

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)

2.17

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

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

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

30

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Through BSNL LAN and Wi-Fi Connections were provided to college.

The lab is equipped with standalone systems with Pentium i3 processor and 4 GB RAM with 500 GB of storage. At present Department have 35 systems in working condition. The department made request for the purchase of additional 60 systems.

The 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)

3.21

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

companies 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 signed 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 Head of the Department under the chairmanship of Principal, decides systematic plan 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 store verifier in-charge of the College at Directorate of Higher and Technical Education inspect all store items and library and submits their report. The college library follows weeding out policy regularly. Regular maintenance of infrastructure done during vacation. Under the scheme "Earn while you Learn" programme, students carry out many other work 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

348

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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

4

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_y.PDF
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

580

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

580

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	View File

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

56

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**

110

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.**

4

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
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 Club helps 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 aspects.

File Description	Documents
Paste link for additional information	https://tac.py.gov.in/Download/AQAR/extcur.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

18

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
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 its alumni as it 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 association 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 challenge 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) **E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision

To educate, empower and promote intellect through holistic learning, towards individual growth and social progress.

Mission

To impart quality education and exposure to the students and equip them to cope with the latest requirements, through innovative techniques and practices.

Office Administration The office is well -maintained under the supervision of The Junior Accounts Officer and The Superintendent with the co-operation of official staff members.

Departments The Principal is head of all departments, who is educating the students with the co-operation of all Head of the Departments and the Departmental Associate Professors and Assistant Professors.

Library The Librarian takes in-charge of the whole library and distribute the books to the students and collect the books from the students as per the students need, under the library criteria.

The above the three sectors are governed by the Academic Council. The Academic Council is presided over by The Principal of the College adjoined by the HODs. Principal assigned a Vice-Principal to supervise academic works at the students' corner and all the departmental staff.

The Principal formed several committees for the welfare of the Students and working with their full potential to make the college to the number ONE place in all aspects.

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 an inclusive management system which encourages each and every member of the institution to take lead for the well being of the college. 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- CULTURAL COMMITTEE

CECA (Center for extra-curricular activities) is composed of staff members who periodically organize cultural activities along with the students. The Center's members are nominated from various departments to coordinate programs to encourage students to

participate more in the extra-curricular activities which complement and enhance their academic performance.

File Description	Documents
Paste link for additional information	https://tac.py.gov.in/Download/AQAR/extcur.PDF
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 appointed 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 is taking place under the control 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 functions 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 and policies.

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

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

A. All of the above

Examination

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

6.3 - Faculty Empowerment Strategies

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

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****4**

File Description	Documents
Upload any additional information	View File
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****01**

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

21

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	No File Uploaded
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 the UGC norms is followed in the college. Self-appraisal by teaching and non-teaching staff is done every year including CAS for the teaching staff.

These self-appraisal forms help the institution maintain records of all the teaching staffs' contribution in teaching and other academic

related activities.

Service books for teaching staff are maintained in the college where information regarding their service related information. Non-teaching staff is assessed every year by submitting forms which include brief record of their routine duties. The IQAC took charge of evaluating and scrutinizing PAS performas submitted by the faculty members for CAS.

Feedback from outgoing students is also collected every year to assess and improve the 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.

Mobilization of funds:

Central government fund: UGC, RUSA, ICSSR, etc.

State government fund: The Salary, Infra Structure and the student welfare are governed by the Government of Puducherry.

Optimum utilization of funds:

The College utilizes funds for:

1.New Infrastructure Development and Infrastructure Maintenance

2. Procurement and maintenance of Equipment**3. Conducting Seminars/ Workshops****4. Student Support (Scholarships, Fee Concessions)****5. Conducting Extension Activities****6. Sports Promotion Activities****7. Library Expenses****8. Placement activity**

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

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

- Undertook voluntary services towards Poor Families providing them with Survival Packs, Groceries, Vegetables, ensured medical supplies to the aged, supplied 250kg rice everyday to the Sanitary workers and feeding the stray dogs during the Covid Lockdown Period.
- Installed 3 RO plants with a capacity of 250 LPH water Filter Plant with UV Sterilizer 500 LPH and 1000 Ltrs PVC Tank with fittings for Computer Science Block, Auditorium Block and Science Block
- Continuous Assessment System and University Examinations (Online) and Students' Feedback System
- Involved in Students Capacity Building by paving Path to Entry into Civil Services, Showcase Their Talents through Painting, Skill Training on Software and Hardware Development, Conduct of Job Fair, etc.
- Institutional Social Responsibilities towards Plantation of Trees and Plants within the campus and act as a Model

Institution for other Educational Institutions in the State for Eco-Friendly Green Campus.

File Description	Documents
Paste link for additional information	https://tac.py.gov.in/photogallery/GOCOVID.pdf
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 to ensure the best quality of teaching. For the first few months of the academic year 2021-2022, the college continued with blended mode of teaching and learning due to the second wave of Corona pandemic. Teachers and students displayed flexibility in adapting to new mode of teaching and learning. Time table for online classes was prepared at Departmental level taking into account the needs of the students. Teaching methodology and evaluation methods were kept flexible. Students were provided study material like notes and links to online educational tools. With improvement in the corona situation, the college shifted to physical mode of teaching.

The campus was turned into a green campus to promote a healthy environment for the students and the staff. In post-Covid time, this initiative done by the college helped to improve the overall well being of the students' community. Open air classroom built in the garden area transformed the experience of learning and teaching.

File Description	Documents
Paste link for additional information	https://tac.py.gov.in/Download/AQAR/COVIDD.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

C. Any 2 of the above

**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	https://tac.py.gov.in/NIRF_2023.pdf
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

Regarding annual gender sensitization action plan, the NCC Girls Wing of Tagore Government Arts and Science College organised a menstrual health awareness programme on 22nd November 2022 for the girl students of the college. The event was organised in collaboration with the Eco Femme organisation from Auroville, Tamil Nadu. Another programme was conducted on 18-10-2022 in collaboration with the Department of Women and Child Development. With respect to specific facilities provided for women, under 'safety and security' CCTV Cameras were set up in the college campus. There are Anti-Sexual Harassment Cell, Women Protection Group, Discipline Committee and Anti-Ragging Committee, which are always vigilant. There is a Legal Service Clinic too. There are Security Personnels to ensure safety and security. Under 'Counseling', Dr. V. Ramaprabou and Mrs. Rosalind Prabha, Assistant Professors of Psychology were appointed by the Principal of this college, as per the instruction of MHRD and the direction of DHTE, as State Counselors to provide counseling services to the needy public and students during the period of Covid-19. This team gave counseling to the needy girl students. The girl students got special counseling from the lady teaching faculty of their Department. Under 'Common Rooms', girl students are provided with separate waiting room in the Computer Science Block. An incinerator is installed in rest room for girl students and women employees.

File Description	Documents
Annual gender sensitization action plan	https://tac.py.gov.in/Download/AQAR/GENSENN.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/GENMENN.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

• Solid Waste Management:

The biodegradable wastes of the plants and trees like withering leaves and flowers, organic waste, canteen kitchen waste and paper are gathered and grouped by the gardeners in specific points and are allowed to decompose and thereby become natural manure for the plants and trees. A job fair was conducted in the college with 'zero waste' with the help of Puducherry Municipality.

• Liquid Waste Management:

The waste water is diverted for watering the plants and trees which not only protect the environment but also saves water

· **Bio-medical Waste Management:**

Does not arise as the college does not procure any bio-medical item.

· **E-Waste Management:**

E-Wastes are collected and kept ready for auction which has to be done only after obtaining permission from the DHTE, Government of Puducherry.

· **Waste Recycling System:**

The non-degradable waste is collected in the college dustbin which in-turn is collected by the Swach Bharath Vehicle for recycling elsewhere. The degradable waste like dry leaves, canteen food waste and left-over food are collected in a compost bin.

· **Hazardous Chemicals and Radioactive Waste Management:**

Since there are only UG courses, hazardous chemicals are not used. Moreover, radioactive substances are not even being procured. Thus, management of hazardous chemicals and radioactive substances does not arise

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/SOLIDWASTE.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

A. Any 4 or all 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:

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	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

C. Any 2 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	View File
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

A. Any 4 or all of the above

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

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).

1. Trans people were invited to the college to break the stereotype and sensitize the youth about their struggle, their achievement, . Achievement and role in the nation building. They had a healthy discussion with the members of the staff of this college.
2. Wall painting activity on the theme of "Heritage of Puducherry" was conducted from December 2022 and June 2022. Renowned artist and photographer Dr. LALIT VERMA, inaugurated the wall of Graffiti prepared by the students on the theme of Heritage Puducherry''.
3. Red Ribbon Club of Tagore Govt. Arts and Science College organized an awareness programme on HIV/AIDS in association with Pondicherry AIDS Control Society. Various events like elocution, poster making and slogan writing competitions were conducted to create awareness A talk on the present condition of HIV/AIDS was given by our Principal. At the end of the programme prizes were given to the winners. The students also

participated in intercollegiate skit competition and got a consolation prize.

4. Visits to sites of historical importance in and around Pondicherry was organised by the Dept. of History with the objective to promote interest in heritage and history.

Dr P Ravichandran, Faculty member of History Department organized a visit to Arikamedu, a prominent archeological site for First Year Students

1. One of our students got the first place weight lifting competition at the National level
2. Workshop on civil service examination was conducted for the students who are preparing for civil service examination.

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

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

1. Dr. M. Balaji, Assistant Professor of Philosophy and Dr. Jenni, Assistant Professor of French, NSS Program Officers and Dr. Prasath, Assistant Professor of Computer science were assigned Corona duty during the complete lockdown period to assist the public. Certificates were issued by Honourable Education Minister who volunteered Corona duty (Photo attached)

2. Due to complete lockdown during Covid-19 period, the classes were conducted on-line. Students had their first-hand training on online classes and also appeared for their University Semester Examinations using on-line mode.

3. In Linguistic Harmony Day celebration, the faculty members and guests shared their experiences of learning multiple languages. Eminent writers and poets from across India were introduced by the speakers.

4. Blood Donation Camps are being conducted by NCC, NSS and RRC of the institution every year. More than 100 students had volunteered and donated blood.

5. Teaching and non-teaching staff and student volunteers were involved in the Puducherry Assembly Election related works which was conducted at the time of Covid-19.

6. 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

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	View File
Any other relevant information	View File

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

• Due to complete lockdown during Covid-19 pandemic any gathering had

to be avoided. During this period, Independence Day and the Republic Day were celebrated in a much simpler manner. The Principal of this college along with minimum teaching and non-teaching staff were gathered and hoisted the National Flag. The National Anthem was sung.

- The Republic day was celebrated following SOP due to covid pandemic.

- The International women's day was celebrated on 8th of March 2022. All the women staff and students participated enthusiastically. The programme was unique as the focus of the event was 'Hope for Peace'. The Principal, the women members of staff and girl students carried placards and raised slogans for peace like, "We Need Love Not War", "War is Destruction but Peace is Construction", "Say no to War" etc.

- The French Department organized the International Francophony Day on 29th of March 2022. Students performed slams, songs, dance to celebrate French language and Francophone culture. French Professor. S. Somasundaram, Francaise Delhi and Nicolas Mace, Course Director, were the guests of honour.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	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.

BEST PRACTICE-1

1. RO Units have been installed in all blocks.
2. The goal is to purify water for drinking purpose.
3. Safe water has become the top priority of today and academic Institutions are places where a large number of students spend nearly 5-6 hours on working days.
4. RO units have been installed in all the Blocks and at regular

intervals, cleaning of RO is carried out. Ph determination and TDS measurement are also carried out at regular intervals.

5. Better health of college community.
6. RO units work on electricity which may create problems sometimes during electricity maintenance.

BEST PRACTICE -2

1. Financial support

To identify the needy students and help them to continue their education. To provide emergency funds to students facing financial crisis.

1. Dropping out the education due to their family financial condition.
2. Financial support is provided to the needy students, Members of faculty from different Departments financially supported the needy students of their department.
3. Students' drop-out rate has reduced. The academic performance has increased. The number of students pursuing their higher studies has increased.
4. Determining eligibility criteria and ensuring that the most deserving students receive support is a complex process.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

Sustainable environment:

Our institution has 12.85 acres of land. A green campus is a holistic approach that involves the collaboration and commitment of the students and faculty and administrative staff so as to create a more environmentally responsible citizen.

Single use plastic free campus: Our campus is declared as "Single use

plastic free campus". We aim to reduce plastic waste and pollution in our campus. At regular intervals we conduct awareness programmes among the students to create a clean environment.

Tree plantation: The trees have a significant role in making the environment pollution free and to improve the quality of air. Our college campus has more than 12,000 plants of four hundred varieties. maintained by the daily wage labourers. All programs in the college start with the tree plantation

The flower garden, fruits and vegetable garden add to the greenery.

Open Air Class Room: The campus has an open air class room which can be utilized by the teachers. Many cultural programs are organised in the open air class room.

We encourage our students to take active part in manufacturing clean and green environment.

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

Being an affiliated college, Tagore Government Arts and Science College follows the syllabus prepared and approved by the Board of Studies constituted by the University. The concerned departments are exclusively responsible for the delivery and transaction of the course content. Departmental meetings are held in each department at the commencement of the academic session, in which 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. University academic calendar is followed. To have a system in the delivery of the lessons a centralized time table committee is formed to work on the viability and to design a suitable timetable for the effective teaching. For the effective delivery of curriculum, various teaching methods such as Chalk and Black board method, ICT-enabled teaching-learning method, Paper Presentation and Seminar by the students and experts, and Group Discussions are applied based on the requirement of the subject or topic. Internal assessment in the form of Tests and Assignments are done before the final semester exam to keep track on the improvement of the students. As this academic year was affected by COVID-19, a lot of curriculum delivery related activities were conducted in Online Mode.

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)

Pondicherry University provides the main academic calendar for all academic activities. Based on that, each department prepares its own academic calendar. It contains the activities to be

carried out during academic year. The college academic calendar is prepared on the basis of departmental calendar of all departments and various committees. However, this academic year was affected by COVID-19 pandemic and as a result, few of such activities were conducted in Online Mode.

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.

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. Teachers prepare their lesson plan according to the topics assigned to them.

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

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

Tagore Govt. Arts and Science College strongly believes in perfect amalgam of learning and societal needs. 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 provided by the Department of French helps the students to know the professional setup of a hotel and service industry especially to cater international tourists(French) and visitors. The course- Theoretical Ethics in Department of Philosophy aims to inculcate the idea that Man is a combination of three aspects namely, knowing, feeling and willing aspects. The knowing aspect of man is driven towards 'Truth', the feeling aspect is driven towards 'Beauty', and the willing aspect is driven towards 'Good'.

File Description	Documents
Any additional information	View File
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

3

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**175**

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

C. Feedback collected and analyzed

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

516

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

Being a Government institution, the admission process is centralised and done with transparency with the reservation policies as stated by the Government of India.

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

Identified advanced learners are encouraged to take up certificate/Diploma courses and are 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 counseling session by the teachers/mentors to identify the reasons for their problem, by helping them by supply of books and other content Once the attitude and perception changes they become more confident and perform 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
4233	125

File Description	Documents
Any additional information	No File Uploaded

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

TGASC adopts student centric methods to make the teaching - learning process more effective. The teaching - learning process is student centric by default and sufficient space is provided for that in academic plan. Teaching is mainly based on lecture method with the use of blackboard. Some Departments like Computer Science are extensively using ICT in teaching. Teachers use all available ICT platforms for sharing content and giving assignments to students. They also share Open Educational Resources relevant for the course of study. The college library is having access to INFLIBNET which the teachers and students can use to get the latest in their area of teaching learning.

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, role play, field visit, industrial visits, case study, debates, seminars, presentations. Organization of educational trips and surveys. Special lecture programmes

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://tac.py.gov.in/Download/AQAR/ICT.PDE

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

In addition to the traditional Chalk and Talk method of instruction, ICT tools are used by teachers which enhance students capability of understanding the information in an effective way. Most of the teachers are using these tools available in the college. General ICT tools used by faculties are: desktops and laptops, projectors, digital cameras, printers, photocopiers, scanners, microphones,. To address the learning needs of the students in the new teaching- learning scenario, the college has 10 ICT enabled classrooms. The conference room is also well equipped with ICT facilities. The college aims to moves from reproductive model of teaching and learning to an independent, autonomous learning model that promotes initiation and creativity. The college also motivates teachers to prepare computer aided teaching/learning materials by providing them with infrastructural support like desktops, laptops, printers, projectors and high speed internet. These tools help teachers in developing e-content in different subjects and bringing innovativeness in teaching their subjects. The teachers use the available computers with internet connections to tap the online educational resources like NLIST and INFLIBNET. The teachers use various sources for selection of the best content like the prescribed text book, reference books and the e-content available in OERs.

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.PDE

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**97**

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****121**

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****84**

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

948

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.

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

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

The college has a transparent and robust evaluation process, in internal assessment, the details of the process are 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 scores.

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.

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, the 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 sheet of such student is assessed by the faculty once again in the presence of the student. Any corrections in the total of marks given or assessment of answer books which are 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 concerned 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 given in the University syllabus. 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 that enhances their employability and opportunities for progress.

After graduating from this college the students would

- have enhanced their knowledge in their respective field of study
- have clarity in socio-economic domain.
- have improved interpersonal skills
- have improved their emotional and social quotient
- have improved their emotional and social quotient

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

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

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 examinations 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

867

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/SSRR.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****0**

File Description	Documents
Any additional information	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****4**

File Description	Documents
Report of the event	View File
Any additional information	View File
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

31

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

16

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

To nurture students as citizens with moral, ethical and social values to provide service to society through various activities.

This institution has organized many programmes like plantation of trees, awareness programs, and social projects in association with various social organizations and various clubs. NSS units of this Institution have been actively involved in this aspect by arranging a special camp in the adopted village. Student volunteers conducted field survey, and organized awareness programmes on various issues and schemes of Government in the adopted village. The institution focused special attention on tree plantation in and around campus. Tree plantation on a large scale is organized in the campus on every occasion. This year coconut trees were planted in the campus by involving all the Head of the Departments. Plantation was done on the median strip of ECR road near Rajiv Gandhi Square. There was a visit by transport people to this College. They praised the learning ambiance of the college expressed their willingness to study here.

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

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	View File
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

36

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

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

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

1228

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.

The Institution has adequate infrastructure and Physical facilities for teaching -learning .viz, class room, laboratories, computing equipment etc.

Tagore Government Arts and Science College – the oldest college in Puducherry has adequate infrastructure and physical facilities for teaching and learning. The college is functioning in 20 acres of green campus with separate 10 blocks for various departments. It has well maintained 60 class rooms among this 10 class rooms/Departments are ICT enabled with Projectors and Wi-Fi facilities. The Air Conditioned conference hall with dining area, is having Electricity Generator support, Over head Projectors, conference table with microphones and sound system. This is the only college in Puducherry with Open air class room under canopy of trees. Laboratories are well equipped with necessary advanced instruments. Departments are Wi-Fi /internet enabled and is under CCTV surveillance cameras for the benefit of staff and students. The college is having girl's common room, sufficient number of toilets/wash rooms, Separate toilets/washroom for disabled, ramp facility, Yoga and Counselling room, 2 canteens for students and

stationary shop with photocopy facility. The Playground and library of this college are the biggest in Puducherry. All the departments are provided with computers & Printers and all the blocks are provided with R.O. Water facilities. All sides of the campus is covered with boundary wall painted various images.

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 is having sufficient facilities for cultural activities, sports, games Yoga, etc. The college is having a Air Conditioned Conference hall with stage to perform small programmes and a Mini Dining area adjacent to conference hall with seating capacity of 200 also used for conducting cultural programmes and rehearsals of programmes . The open class room under canopy of tree, where most of the cultural programmes were usually hosted. The college have a huge play ground where, events like annual sports, inter college cricket and football match and all other kind of outdoor sports activities are organized both by the college and outside organizations. The yoga and other indoor competitions where conducted in conference hall itself.

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.PDE
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)

10.47

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 planned two storied Library Building from the beginning of the of the Institution. The library is having 3 computers and printer 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 are having separate reading area. Book binding machineries for maintenance of collection and termite proofing also have been done regularly. 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 control pilferage of books.

Following services are provided in the library: Book lending service, INFLIBNET N-List member facility, Reference service, Purchases 33 magazines and 9 dailies, Question paper service, Library is Wi-Fi enabled and internet browsing facility is also available in the library. Services like Job/Higher studies guidance, Library orientation class, Information board, New word etc. also done.

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)

2.17

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

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

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

30

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Through BSNL LAN and Wi-Fi Connections were provided to college.

The lab is equipped with standalone systems with Pentium i3 processor and 4 GB RAM with 500 GB of storage. At present Department have 35 systems in working condition. The department made request for the purchase of additional 60 systems.

The 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)****3.21**

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 companies 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 signed 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 Head of the Department under the chairmanship of Principal, decides systematic plan 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 store verifier in-charge of the College at Directorate of Higher and Technical Education inspect all store items and library and submits their report. The college library follows weeding out policy regularly. Regular maintenance of infrastructure done during vacation. Under the scheme "Earn while you Learn" programme, students carry out many other work 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

348

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

4

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	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**580****5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year****580**

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	View File

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**

56

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****110**

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.**

4

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
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 have 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 Club helps 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 aspects.

File Description	Documents
Paste link for additional information	https://tac.py.gov.in/Download/AQAR/extcur.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

18

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
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 its alumni as it 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 association 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 challenge 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)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision

To educate, empower and promote intellect through holistic learning, towards individual growth and social progress.

Mission

To impart quality education and exposure to the students and equip them to cope with the latest requirements, through innovative techniques and practices.

Office Administration The office is well -maintained under the supervision of The Junior Accounts Officer and The Superintendent with the co-operation of official staff members.

Departments The Principal is head of all departments, who is educating the students with the co-operation of all Head of the Departments and the Departmental Associate Professors and Assistant Professors.

Library The Librarian takes in-charge of the whole library and distribute the books to the students and collect the books from the students as per the students need, under the library criteria.

The above the three sectors are governed by the Academic Council. The Academic Council is presided over by The Principal of the College adjoined by the HODs. Principal assigned a Vice-Principal to supervise academic works at the students' corner and all the departmental staff.

The Principal formed several committees for the welfare of the Students and working with their full potential to make the college to the number ONE place in all aspects.

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 an inclusive management system which encourages each and every member of the institution to take lead for the well being of the college. 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- CULTURAL COMMITTEE

CECA (Center for extra-curricular activities) is composed of staff members who periodically organize cultural activities along

with the students. The Center's members are nominated from various departments to coordinate programs to encourage students to participate more in the extra-curricular activities which complement and enhance their academic performance.

File Description	Documents
Paste link for additional information	https://tac.py.gov.in/Download/AQAR/extcur.PDF
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 appointed 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 is taking place under

the control 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 functions 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 and policies.

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

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**A. All of the above**

**areas of operation Administration Finance
and Accounts Student Admission and
Support Examination**

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

6.3 - Faculty Empowerment Strategies

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

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

4

File Description	Documents
Upload any additional information	View File
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

01

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

21

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	No File Uploaded
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 the UGC norms is followed in the college. Self-appraisal by teaching and non-teaching staff is done every year including CAS for the teaching staff.

These self-appraisal forms help the institution maintain records of all the teaching staffs' contribution in teaching and other academic related activities.

Service books for teaching staff are maintained in the college where information regarding their service related information. Non-teaching staff is assessed every year by submitting forms which include brief record of their routine duties. The IQAC took charge of evaluating and scrutinizing PAS performas submitted by the faculty members for CAS.

Feedback from outgoing students is also collected every year to assess and improve the 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.

Mobilization of funds:

Central government fund: UGC, RUSA, ICSSR, etc.

State government fund: The Salary, Infra Structure and the student welfare are governed by the Government of Puducherry.

Optimum utilization of funds:

The College utilizes funds for:

1.New Infrastructure Development and Infrastructure Maintenance

2. Procurement and maintenance of Equipment**3. Conducting Seminars/ Workshops****4. Student Support (Scholarships, Fee Concessions)****5. Conducting Extension Activities****6. Sports Promotion Activities****7. Library Expenses****8. Placement activity**

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

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

- Undertook voluntary services towards Poor Families providing them with Survival Packs, Groceries, Vegetables, ensured medical supplies to the aged, supplied 250kg rice everyday to the Sanitary workers and feeding the stray dogs during the Covid Lockdown Period.
- Installed 3 RO plants with a capacity of 250 LPH water Filter Plant with UV Sterilizer 500 LPH and 1000 Ltrs PVC Tank with fittings for Computer Science Block, Auditorium Block and Science Block
- Continuous Assessment System and University Examinations (Online) and Students' Feedback System
- Involved in Students Capacity Building by paving Path to Entry into Civil Services, Showcase Their Talents through Painting, Skill Training on Software and Hardware Development, Conduct of Job Fair, etc.
- Institutional Social Responsibilities towards Plantation of Trees and Plants within the campus and act as a Model

Institution for other Educational Institutions in the State for Eco-Friendly Green Campus.

File Description	Documents
Paste link for additional information	https://tac.py.gov.in/photogallery/GOCOVID.pdf
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 to ensure the best quality of teaching. For the first few months of the academic year 2021-2022, the college continued with blended mode of teaching and learning due to the second wave of Corona pandemic. Teachers and students displayed flexibility in adapting to new mode of teaching and learning. Time table for online classes was prepared at Departmental level taking into account the needs of the students. Teaching methodology and evaluation methods were kept flexible. Students were provided study material like notes and links to online educational tools. With improvement in the corona situation, the college shifted to physical mode of teaching.

The campus was turned into a green campus to promote a healthy environment for the students and the staff. In post-Covid time, this initiative done by the college helped to improve the overall well being of the students' community. Open air classroom built in the garden area transformed the experience of learning and teaching.

File Description	Documents
Paste link for additional information	https://tac.py.gov.in/Download/AQAR/COVIDD.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);

C. Any 2 of the above

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	https://tac.py.gov.in/NIRF_2023.pdf
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

Regarding annual gender sensitization action plan, the NCC Girls Wing of Tagore Government Arts and Science College organised a menstrual health awareness programme on 22nd November 2022 for the girl students of the college. The event was organised in collaboration with the Eco Femme organisation from Auroville, Tamil Nadu. Another programme was conducted on 18-10-2022 in collaboration with the Department of Women and Child Development. With respect to specific facilities provided for women, under 'safety and security' CCTV Cameras were set up in the college campus. There are Anti-Sexual Harassment Cell, Women Protection Group, Discipline Committee and Anti-Ragging Committee, which are always vigilant. There is a Legal Service Clinic too. There are Security Personnels to ensure safety and security. Under 'Counseling', Dr. V. Ramaprabou and Mrs. Rosalind Prabha, Assistant Professors of Psychology were appointed by the Principal of this college, as per the instruction of MHRD and the direction of DHTE, as State Counselors to provide counseling services to the needy public and students during the period of Covid-19. This team gave counseling to the needy girl students. The girl students got special counseling from the lady teaching

faculty of their Department. Under 'Common Rooms', girl students are provided with separate waiting room in the Computer Science Block. An incinerator is installed in rest room for girl students and women employees.

File Description	Documents
Annual gender sensitization action plan	https://tac.py.gov.in/Download/AQAR/GENSEN N.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 N.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

• Solid Waste Management:

The biodegradable wastes of the plants and trees like withering leaves and flowers, organic waste, canteen kitchen waste and paper are gathered and grouped by the gardeners in specific points and are allowed to decompose and thereby become natural manure for the plants and trees. A job fair was conducted in the college with 'zero waste' with the help of Puducherry Municipality.

• **Liquid Waste Management:**

The waste water is diverted for watering the plants and trees which not only protect the environment but also saves water

• **Bio-medical Waste Management:**

Does not arise as the college does not procure any bio-medical item.

• **E-Waste Management:**

E-Wastes are collected and kept ready for auction which has to be done only after obtaining permission from the DHTE, Government of Puducherry.

• **Waste Recycling System:**

The non-degradable waste is collected in the college dustbin which in-turn is collected by the Swach Bharath Vehicle for recycling elsewhere. The degradable waste like dry leaves, canteen food waste and left-over food are collected in a compost bin.

• **Hazardous Chemicals and Radioactive Waste Management:**

Since there are only UG courses, hazardous chemicals are not used. Moreover, radioactive substances are not even being procured. Thus, management of hazardous chemicals and radioactive substances does not arise

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/SOLIDWASTE.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	A. Any 4 or all of the above
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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	C. Any 2 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	View File
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

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).

- Trans people were invited to the college to break the stereotype and sensitize the youth about their struggle, their achievement, . Achievement and role in the nation**

building. They had a healthy discussion with the members of the staff of this college.

2. Wall painting activity on the theme of "Heritage of Puducherry" was conducted from December 2022 and June 2022. Renowned artist and photographer Dr. LALIT VERMA, inaugurated the wall of Graffiti prepared by the students on the theme of Heritage Puducherry''.
3. Red Ribbon Club of Tagore Govt. Arts and Science College organized an awareness programme on HIV/AIDS in association with Pondicherry AIDS Control Society. Various events like elocution, poster making and slogan writing competitions were conducted to create awareness A talk on the present condition of HIV/AIDS was given by our Principal. At the end of the programme prizes were given to the winners. The students also participated in intercollegiate skit competition and got a consolation prize.
4. Visits to sites of historical importance in and around Pondicherry was organised by the Dept. of History with the objective to promote interest in heritage and history.

Dr P Ravichandran, Faculty member of History Department organized a visit to Arikamedu, a prominent archeological site for First Year Students

1. One of our students got the first place weight lifting competition at the National level
2. Workshop on civil service examination was conducted for the students who are preparing for civil service examination.

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

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

1. Dr. M. Balaji, Assistant Professor of Philosophy and Dr. Jenni, Assistant Professor of French, NSS Program Officers and

Dr. Prasath, Assistant Professor of Computer science were assigned Corona duty during the complete lockdown period to assist the public. Certificates were issued by Honourable Education Minister who volunteered Corona duty (Photo attached)

2. Due to complete lockdown during Covid-19 period, the classes were conducted on-line. Students had their first-hand training on online classes and also appeared for their University Semester Examinations using on-line mode.

3. In Linguistic Harmony Day celebration, the faculty members and guests shared their experiences of learning multiple languages. Eminent writers and poets from across India were introduced by the speakers.

4. Blood Donation Camps are being conducted by NCC, NSS and RRC of the institution every year. More than 100 students had volunteered and donated blood.

5. Teaching and non-teaching staff and student volunteers were involved in the Puducherry Assembly Election related works which was conducted at the time of Covid-19.

6. 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

D. Any 1 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	View File
Any other relevant information	View File

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

- Due to complete lockdown during Covid-19 pandemic any gathering had to be avoided. During this period, Independence Day and the Republic Day were celebrated in a much simpler manner. The Principal of this college along with minimum teaching and non-teaching staff were gathered and hoisted the National Flag. The National Anthem was sung.
- The Republic day was celebrated following SOP due to covid pandemic.
- The International women's day was celebrated on 8th of March 2022. All the women staff and students participated enthusiastically. The programme was unique as the focus of the event was 'Hope for Peace'. The Principal, the women members of staff and girl students carried placards and raised slogans for peace like, "We Need Love Not War", "War is Destruction but Peace is Construction", "Say no to War" etc.
- The French Department organized the International Francophony Day on 29th of March 2022. Students performed slams, songs, dance to celebrate French language and Francophone culture. French Professor. S. Somasundaram, Francaise Delhi and Nicolas Mace, Course Director, were the guests of honour.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	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.

BEST PRACTICE -1

1. RO Units have been installed in all blocks.
2. The goal is to purify water for drinking purpose.
3. Safe water has become the top priority of today and academic Institutions are places where a large number of students spend nearly 5-6 hours on working days.
4. RO units have been installed in all the Blocks and at regular intervals, cleaning of RO is carried out. Ph determination and TDS measurement are also carried out at regular intervals.
5. Better health of college community.
6. RO units work on electricity which may create problems sometimes during electricity maintenance.

BEST PRACTICE -2

1. Financial support

To identify the needy students and help them to continue their education. To provide emergency funds to students facing financial crisis.

1. Dropping out the education due to their family financial condition.
2. Financial support is provided to the needy students, Members of faculty from different Departments financially supported the needy students of their department.
3. Students' drop-out rate has reduced. The academic performance has increased. The number of students pursuing their higher studies has increased.

4. Determining eligibility criteria and ensuring that the most deserving students receive support is a complex process.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

Sustainable environment:

Our institution has 12.85 acres of land. A green campus is a holistic approach that involves the collaboration and commitment of the students and faculty and administrative staff so as to create a more environmentally responsible citizen.

Single use plastic free campus: Our campus is declared as "Single use plastic free campus". We aim to reduce plastic waste and pollution in our campus. At regular intervals we conduct awareness programmes among the students to create a clean environment.

Tree plantation: The trees have a significant role in making the environment pollution free and to improve the quality of air. Our college campus has more than 12,000 plants of four hundred varieties. maintained by the daily wage labourers. All programs in the college start with the tree plantation

The flower garden, fruits and vegetable garden add to the greenery.

Open Air Class Room: The campus has an open air class room which can be utilized by the teachers. Many cultural programs are organised in the open air class room.

We encourage our students to take active part in manufacturing clean and green environment.

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

7.3.2 - Plan of action for the next academic year

- Our institution has several future plans of action to recognize and motivate exceptional achievements and dedication in teaching, NCC, NSS, and sports. To implement these plans effectively, we will:
- Establish separate committees for each category, including Best Teacher, Best NCC Student, Best NSS Student, and Best Sports Student. These committees will be responsible for creating criteria and guidelines for the respective awards.
- Based on the academic performances and recommendation from the respective Head of the dept,deserving candidates are given an opportunity to be recognized for their outstanding contributions.
- Considering a teacher's classroom activities, classroom observation, creativity , research work, and publications, continuous professional development and dedication we will be selecting the Best Teacher of the Year.
- The Best NCC student will br selected based on leadership skills, dedication, commitment ,physical fitness, and adherence to behavior and discipline .
- Candidates will be evaluated for the Best NSS Student award based on their awareness of social issues, commitment to NSS activities, discipline, leadership, and dedication to community service.
- The candidates will be assessed for their leadership within sports teams, contributions to the overall sports community, and sportsmanship on and off the field. Character and behavior should be significant factors in the selection process