



RAJIV GANDHI ARTS AND SCIENCE COLLEGE
Government of Puducherry Institution – PONSHE
THAVALAKUPPAM, PUDUCHERRY-07



Ref. No. 3405/rgasc/Estt./2014-15

Office of the Principal,
E-mail: officergasc@gmail.com
Ph. 0413 – 2618180

To

The Director,

National Assessment and Accreditation Council,
An Autonomous Institution of the UGC,
P.O. Box No.1075, Nagarbhavi,
Bangalore – 560 072.

Respected sir,

Sub: Submission of Self Study Report of the College – Reg.

Greetings! The College wishes to submit to your kindness, the Self Study Report for assessment and accreditation. Please find enclosed the Self Study Report submitted in the format prescribed for your perusal.

Our college was provided the Track ID PYCOGN17863 after a Letter of Intent forwarded seeking accreditation. Ours is a rural college for the rural population to create a product with moral values and ethics with the concept “Education for All” and the college finds ways to fit in the eradication of poverty through education.

This is submitted for your kind information, with a request to initiate necessary actions in this regard, to uplift the functioning of the college by extending the earnest visit by Peer Team of National Assessment and Accreditation Council Committee, to enable us to meet out the essential, to proceed for the future well-being of this college to serve the society in general.

Thanking You,

Yours sincerely,

Date : 21-10-2014

Place : Puducherry

(Dr. S. RADHAKRISHNAN)



**PONDICHERRY SOCIETY FOR HIGHER EDUCATION
DIRECTORATE OF HIGHER AND TECHNICAL EDUCATION
GOVERNMENT OF PUDUCHERRY**



RAJIV GANDHI ARTS AND SCIENCE COLLEGE

(Affiliated to Pondicherry University)

THAVALAKUPPAM, PUDUCHERRY – 605 007

Union Territory of Puducherry

Website: www.rgasc.org

Self Study Report

October 2014

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

(An Autonomous Institution of the University Grants Commission)

BENGALURU

**RAJIV GANDHI ARTS AND SCIENCE COLLEGE,
THAVALAKUPPAM, PUDUCHERRY**

**SELF STUDY REPORT
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VISION

- *Education for the Rural*
- *Quality Higher Education*
- *Enrichment of Knowledge and Skills*
- *Moulding of a Virtuous and Righteous Human*

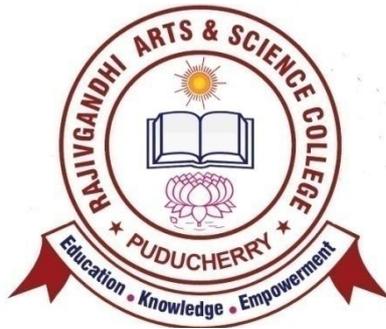
MISSION

- *Equality in Education*
- *Empowerment of Women*
- *Upliftment of Rural Population*
- *Holistic Education Strongly Grounded in Values*
- *To Foster Creativity and Leadership Attributes*
 - *Responsible Citizens with Values*

MOTTO

- *Education* - *An Enlightening Experience*
- *Knowledge* - *The Sum of what is known*
- *Empowerment* - *To Give Power or
Authority or Authorize*

Significance of Our Emblem



- Sun* - *From Darkness unto Light, lead us*
- Book* - *Truths or Facts Accumulated in the Course of Time*
- Lotus* - *Pure White above the Water from the Depth of a Muddy Swamp*

Acknowledgement

*Rajiv Gandhi Arts and Science College functions with the aim of serving the rural and economically backward communities, and is now on the road of development, progress and achievements. The college secured its own buildings with sufficient infrastructural facilities due to the persistent interest, concentration and efforts taken by our **Hon'ble Chief Minister, Thiru. N. Rangasamy** and respected **Chairman Shri. G. Ragesh Chandra**. The College now confidently ventures into attaining some of the essential requirements like permanent affiliation, 12B status, Accreditation from NAAC, financial aids from the pioneering educational bodies like UGC and so on.*

*Our vigorous, ambitious drive towards achieving these goals under the dynamic leadership of our beloved Chairman has now brought us to the stage of submission of the **Self Study Report to NAAC**. This report is the outcome of the collective, enthusiastic efforts of all the members of the College. Analyzing and exploring the various aspects of our College proved an introspective, enlightening exercise that filled a sense of increased commitment and dedication in us. The initiatives taken by us for the preparatory work for assessment and accreditation opened up to further developments of the College.*

Our Beloved Chairman's surprise visit to our college paved way to the developmental activities of the college. His visit instilled ambitiousness in us to take the college to greater heights and to pursue our work in a speed of action towards achievement. Complying with his suggestion and guidance, a team of four members visited the NAAC office in Bangalore and got a firsthand experience in knowing the various nuances of the preparation of the report and confident meeting with the Peer Team. Our excellent Chairman posed a real taskmaster in bringing about a tremendous progress in the infrastructural development and in instigating us to work continuously and tirelessly with total involvement and commitment in getting accredited by the National Assessment and

*Accreditation Council. His far-sighted vision of the Institution's progress and development and his constant efforts to take it to greater heights not merely for the sake of accreditation by NAAC, but for the upliftment of the living standards of the rural population and empowerment of women is exemplary. Working under his direct eye for the fulfillment of the vision and mission of our College, and, thereby, serving society at large provides extreme happiness. Our most dedicated and devoted **Member Secretary**, Pondicherry Society for Higher Education, **Shri. T. Karikalan**, provides an equal share of enthusiasm and co-operation in the developmental activities of our College.*

*My special thanks to our **Principal, Dr. S. Radhakrishnan** who gave me an opportunity to extend my service as the steering committee co-ordinator of NAAC and for his valuable suggestions and guidance in the preparation of the report. His support was indispensable and he provided all required help for its successful completion. I thank the members of the steering committee, the conveners and members of the different committees, and all the Head of the Departments who extended their valuable time and efforts for the honest and detailed preparation of the report. My fond appreciation is to **Dr. K. Balaji alias Mathimaran, Head of the Department of Commerce**, who with his vivacious spirit and innovative thinking contributed immensely to each and every page of the report. His invaluable comments and analytical alterations have made an indelible impression in it.*

With all blessings, myself and the college look forward for the assessment and accreditation with the best grade, which would directly benefit the student fraternity of our College.

Dr. U. GAYATHRI DEVI
*Co-ordinator, NAAC,
Faculty of English,
Rajiv Gandhi Arts and Science College,
Thavalakuppam, Puducherry.*

RAJIV GANDHI ARTS AND SCIENCE COLLEGE
Government of Puducherry Institution-PONSHE
Puducherry



ABOUT PUDUCHERRY

PUDUCHERRY



Aayi Monument of Puducherry

*Louis Napoleon, the nephew of Napoleon, Emperor of France, erected **Aayi Mandapam** (Park Monument) in 16th Century, in the Greco-Roman style of architecture, commemorating the memory of a lady who demolished her house to construct a large water-tank for the town, as an act of public service.*

A Foretaste of Puducherry

The Union Territory of Puducherry comprises four erstwhile French Establishment of Puducherry, Karaikal, Mahe and Yanam. These territories merged with Indian Union on 1st November 1954 in accordance with the Defacto Agreement between the Government of India and France signed on 21st October 1954. Puducherry has its history from Pallavas, Cholas, Pandiyas and Cheras. Later, it was under the rule of French during 1674, and the regime was incorporated into the Indian Union in the year 1956.

A popular Government took over the administration of Puducherry on 1st July 1963 and the 'de jure' transfer of Puducherry to the Indian Union took place on 16th August 1962. These four regions are not geographically contiguous and are separated from one another. Puducherry and Karaikal regions are embedded in the South Arcot and Nagapattinam districts respectively of Tamilnadu, while Yanam is encircled by the East Godavari District of Andrapradesh, Mahe region is enclaved within the conclave of the Cannanore district of Kerala. While Karaikal region is about 150 kms South of Puducherry, Yanam region is located about 840 kms North East and Mahe region lays almost parallel 653 kms away on the West Coast. The total area of the territory is about 490 sq.km with Puducherry region accounting for as much as 294 sq.km followed by Karaikal (157 sq.km.), Mahe (9 sq.km.), and Yanam (30 sq.km). Puducherry is a Union Territory with a legislative total population of 12,47,953 as per 2011 census. The Union Territory comprises of 5 municipalities and 10 Commune Panchayats. In the area of location, the college is situated in one of the Commune Panchayats called Ariyankuppam Commune.

Paddy, Pulses, Groundnut, Sugarcane and Cotton are the principal crops cultivated in the U.T. of Puducherry, and the total net area sown is 20,733 Hectares.

Union Territory Administration

Puducherry is a Union Territory of India, not a separate state, governed directly by the Central Administration in New Delhi. Puducherry is among the two Union Territories (including Delhi) which have the constitutional amendments to have a Legislative Assembly and a Cabinet of Ministers headed by a Chief Minister. The Puducherry Municipal Council takes care of the Civil Administration of the city.

The Union Territory is administered by the Lt. Governor who resides at Raj Nivas, the former palace of the French Governor. The Lt. Governor is appointed by the President of India and is responsible for the General Administration of the Territory. The Central Government is more directly involved in the financial well-being of the Territory through budgeted central grants; as against the states where financial administration is the responsibility of the State Government.

Pages of History

*Tourism has made significant changes in developing the Union Territory and placed an important agenda in safeguarding and maintaining the French architecture. **Arikkamedu** Village stands as a vintage for the Roman Trading in Puducherry effectively and our college is located near to this traditionally significant trade centre. Puducherry is specifically inherited with various ancient Architectures, Monuments, Sculptures, Temples, Churches and Mosques.*

***Vedapureeshwara Temple**, called as **Eashwaran Koil** in the regional language depicts Lord Shiva and has a colorful "**Gopuram**," adorned by the statues of Gods and Goddesses. The temple is also monumental as a tourism destination for pilgrimage.*



***Sri Varadaraja Perumal temple** is one of the oldest and prestigious temples in Puducherry about 2 kms away from the shore of Bay of Bengal. This temple was constructed in the early 800 A.D.*



Sri Manakula Vinayagar

Temple in the Union Territory of Puducherry dedicated to ***Lord Ganesha***, is a popular pilgrimage site and tourist destination in Puducherry. The temple was in existence before the French came



and settled in Puducherry. In Tamil 'Manal' means sand and 'Kulam' means Pond near the sea. The temple was full of sand around the pond earlier. Hence, the name arrived as Manalkulathu Vinayagar, later named as ***Manakula Vinayagar***.

Immaculate Conception

Cathedral is the mother church for the Roman Catholics. On 20th June 1791, the main work was finished and the church was consecrated ***Bishop Champenois***. The bell tower was built later, the choir loft was added in 1905 and now the church stands for around 300 years.



The Basilica of Sacred

Heart of Jesus, situated in the south boulevard of Puducherry, an oriented specimen of ***Gothic architecture*** contained rare stained glass panel depicting events from the life of ***Christ*** and



saints of the ***Catholic Church***. The new parish of this church was established on 27th January, 1908. This 100 year old church has been led by 20 parish priests. Inside the church there are glass pictures of 28 saints who were related to the devotion of sacred heart of Jesus.

Meeran Mosque is one of the oldest Mosques in Puducherry. It was built by the **Nawab of Arcot**. It was built on the style of the old **Gothic Islam architecture**. It has Kalima Slab above the Meerhath. On top of the façade, minaret bronze Kallas is another feature of architecture. Kuthbha Mosque was the first Mosque to be built in Puducherry during the 17th century. Like this Mulla Mohammad mosque also is an important Mosque, preaching Urdu in full is, its specialty.



Sri Aurobindo Ghose (15th August, 1872 - 5th December, 1950) is an Indian Nationalist, philosopher, yogi, guru and poet. He joined the Indian Movement for Independence against the British rule. He was an influential freedom fighter (Leader) who later turned as a spiritual reformer. He was imprisoned by the British for writing articles against British rule in India, after which he retreated to this Puducherry leaving politics for spiritual work.



In 1962, with the help of his spiritual collaborator, **Mirra Alfassa**, later known as **The Mother**, founded Sri Aurobindo Ashram envisioning spiritual transformation and Auroville for an ideal society.

The Life Divine which narrates the theoretical aspects of integral yoga, synthesis of yoga with practical guidance to integral yoga and **Savitri**, a legend and symbol, are all widely read works of **Sri Aurobindo**.

Subramaniya Bharathi (1882-1921), renowned as '**Mahakavi**,' a glorious revolutionary poet inspired generations with the love for the region, and language of Tamil and literature. The spirit of nationalism and patriotism embedded in his writings endured the thirst towards freedom from British rule.



On exile to Puducherry, Bharathi had the opportunity to meet the leader of the revolutionary wing of the Independence movement like Sri Aurobindo, Lajpat Rai and V.V.S. Aiyer who also sought asylum under the French. **Kuyil Pattu**, **Panchali Sapatham** and **Kannan Pattu** evoke the highest poetic aesthetics in Tamil. The residence of Bharathi in Puducherry is today a memorial in the mid-town.

Bharathidasan (1891-1964), a revolutionary poet and a social reformist actively participated in the Indian Independence movement through his writings. He hailed as **Puratchi Kavigniyar** and **Pavender** due to his innovative deliberations in Tamil language and literature.



He was introduced to Subramaniya Bharathiyar and their interactions had a major impact on him towards revolution against social injustice and brought about a transformation in the **Dravidian Movement**. He was mentored by Mahakavi Subramaniya Bharathiyar after whom he called himself '**Bharathidasan**' and so named thereafter. As a crowning glory to him, the Government of Puducherry named a College for Women after him called Bharathidasan Government College for Women.

Education

Puducherry plays a significant role in all walks of human life and pivots as an Educational hub in the field of Education. A scheme was introduced in the state to educate the total population in general, and the First Generation in particular through a system “Education for All.” There are Educational Institutions run by the Government of India in the field of Medicine playing a vital role in extending their services to all sectors in the economy of Pondicherry. In view of this, JIPMER plays a significant role in providing medical aids to Puducherry Region and adjacent areas of Tamil Nadu. In order to cater to the Educational concept, apart from the Professional Colleges, the Government of Puducherry runs 11 Arts and Science Colleges segregating to 7 colleges in Puducherry region only. Among the 7 Colleges, 3 Arts and Science Colleges are purely run by the Government itself. One among the 4 Government run colleges is our college, structured simple in appearance but illuminated through service at large. Altogether nearly 11,000 Arts and Science students are benefitted through free education system implemented in the Union Territory of Puducherry.

Section-A



EXECUTIVE SUMMARY

RAJIV GANDHI ARTS AND SCIENCE COLLEGE

Puducherry

EXECUTIVE SUMMARY

Rajiv Gandhi Arts and Science College is situated in Thavalakuppam, a rural area nearly about 11 kms away from the town limit of Puducherry. It is almost the centre of axis between Puducherry and Cuddalore (Tamil Nadu). Having a glimpse at the history of the inception of the college, it is known that it got established as the Annex of the age-old glorious institution, Tagore Arts College that was founded by the then Honorable Prime Minister of India, Shri. Jawaharlal Nehru, and later separated from it with a new name to exist on its own now. The option of founding this college consisted of the fact that Tagore Arts College served as the one supreme Arts and Science College from which most of the scholars and scholastic people existing in the Union Territory of Puducherry, in the field of Arts and Science got educated from. This situation prevailed for long as there was no other college that existed in the outskirts of Puducherry which comprises of 294 Square kilometers. Hence, the Government of Puducherry came out with a new proposal of going for additional Arts and Science colleges in the rural sectors to facilitate rural literacy. As an outcome of this noble endeavour of the Government to get the rural sectors of Puducherry educated, Tagore Arts College (Annex), came into existence in 1995. During December 2003, the college was made functional under the Union Territory of Pondicherry Arts, Science and Technology Colleges Society (UTPASTCS). Thereafter, it started functioning in the form of grant-in-aid in the Government of Puducherry. A policy was laid by the Government to form a Society for the recruitment of

teaching and non-teaching staff by the Society itself. On March 2007, the amalgamation of UTPASTICS with the Union Territory of Pondicherry Colleges of Education Society were made and thus, emerged a new formation by the name Pondicherry Society for Higher Education (**PONSHÉ**) registered under the society act 1860 (Act No. XXI of 1860) with the Registration number 397/2007. His Excellency, the Lt. Governor of Puducherry accorded the approval to the college to function under the name “**Rajiv Gandhi Arts and Science College**” and thereafter, the college functions with all eminence for the growth of rural population. Initially, the college functioned with two courses viz., **B.Com. (General)** and **B.Com. (Co-operative Management)** with an intake of 30 students in each. During the year 2010, the number of seats in these two courses increased to 40 in each, and also provision for accommodation of three more courses were laid. Thus, Bachelor of Business Administration (**B.B.A.**), Bachelor of Science (**Computer Science**) and Bachelor of Computer Applications (**B.C.A.**) emerged with an intake of 30 students in each. It has now become the centre for Higher Education to the rural population with an ambitious remark and distinct characteristics inculcating socio - economical, moral and human values to the students apart from the teaching curriculum. The college is located in the center of the rural area of Puducherry on a sprawling campus of **seven acres**. It is in prime location for the rural genders, to have their higher education programs successfully, with an easy access to mobility. It is almost a trend-setter in higher education for the rural built. The stakeholders internally and externally like students, teachers, parents and the community have accessibility to this institution as it is within the reach of common man. The institution has developed the students’ strength to 510 through a common admission programme called **CAPASC** (Centralized

Admission Procedures for Arts and Science Courses) by the Government of Puducherry. The Computer Science Department plays a vital role in shaping up the rural genders to grow with the knowledge of Information Technology. Similarly, Business Administration course started with a prime set up that none of the other Government colleges in the Union Territory of Puducherry offer the course. This has become the pivotal Department in making the students enriched with entrepreneurial skills. B.Com. (Co-operative Management) claims an identity in developing the students through their Department's "Co-operation among All". This is the course available only in this college among the other colleges in Puducherry. It motivates and shapes the students to apply realistic approaches towards the cooperative movement in the nation as contribution. B.Com. always plays a vital role in bringing up the students to suit all sectors in the economy of invariably varied natures and this is inculcated in the minds of the Commerce students to grow with commercial, entrepreneurial management, communications, accounting concepts that are skillfully learned and are potentially made use of in the market. Job opportunities are highlighted through the Placement Cell of the college that plays a significant role in showing up the opportunities available in the market and helps the students to avail it. N.C.C., N.S.S. and R.R.C. started in this college, attempt to create and develop the personality of the students with the society and community to live with. The college has a hierarchy committed towards the development of higher education under the concept "Education for All" and this starts with the Minister of Higher Education which comes under the direct purview of the Chief Minister of our State. The Secretary to Government (Education) functions as the Chairman of the society colleges run by the Government of Puducherry. The Member Secretary, contributing

for the overall functioning of the Pondicherry Society for Higher Education, functions under to the above; the Principal administers the College with the functioning of faculty and non-teaching staff to cater the needs through Higher Education to the rural population. The vision and mission of the college depicts the importance of why and how it was framed for the complete development of rural folks through Higher Education.

SWOC Analysis

Strengths:

1. *The College is run by the Government of Union Territory of Puducherry and has a privilege of availing the extensional support from the Honorable Chief Minister of Puducherry as the portfolio comes under the direct purview of the Chief Minister. The Secretary to the Government (Education), an I.A.S officer is allotted the subjects of Higher Education and a Member Secretary for Pondicherry Society for Higher Education endeavors. This stands as one of the important strengths, for the College to develop since it is under the direct control of the above authorities.*
2. *The College holds a special reservation of 75% since it is categorized as a rural college and so the admissions into the courses by the CAPASC (Centralized Admission Procedures of all Arts and Science Courses) fulfill the reservation category which paves the college to function with full strength.*
3. *The college is provided with 7 acres of land area in which the buildings hailed with an extent of 2 acres. Opportunities and scopes are available for the development of additional courses with new building.*
4. *The college functions with facilities, and amenities like ramps, toilets for disabled, RO systems, multi-purpose hall, required administrative office, library, computer science laboratories, sports, classrooms, staff rooms, other actionable rooms and toilets. Classrooms are furnished with required tables, chairs, fans, light, etc.*
5. *The computer lab furnished well with internet facility for students and staff.*
6. *Well-stocked library books to the courses offered.*

7. *Environment-friendly green and salubrious atmosphere.*
8. *Well maintained sports ground with a 400m single track for athletes.*
9. *Women students enroll at large.*
10. *Students have exposure with the business avenues as the curriculum is designed with project work.*
11. *A bounty qualified, experience, competent, committed faculty available in the college.*
12. *B.Com. (Co-operative Management) - A much-longed for course motivates students for gold medal by the affiliating University for the First Rank holder.*
13. *Placement cell operates in a full swing.*
14. *Protection to women empowerment, needed measures are provided.*
15. *Medical facilities are provided in near hand.*
16. *Bus facility for students at Re.1/-.*

Weakness:

1. *Internal assessment system/CBCS not introduced.*
2. *Lack of good English Communication skills because of regional language.*
3. *Lack of automation of library.*
4. *Department library needs to be equipped.*
5. *The required recruitment of permanent faculty need to take place.*
6. *Computer laboratory need to get more equipped.*
7. *Constructions of the building for more courses need to take place.*
8. *UGC status for funds not availed due to non - accreditation.*
9. *Lack of stable employment for certain percentage of passed out student.*

Opportunities:

1. *New opportunities for development of PG programme in the Department of Commerce exist.*
2. *Extensional programmes for the benefit of rural population could be started with.*
3. *Faculty members could organize seminars, workshops, conferences, symposium etc.*
4. *New UG courses could be started in the near future.*
5. *Add-on courses could be started for generating employability.*
6. *Modernization of the existing computer lab could be made with the Add-on courses.*
7. *A village can be adopted to the concept "Education Village".*
8. *More leadership quality, personality development programmes can be organised.*
9. *Adequate remedial coaching classes for slow and weak students.*
10. *Students need to be exposed to field work, extensive industrial visit, and academic tours etc.*

Challenges:

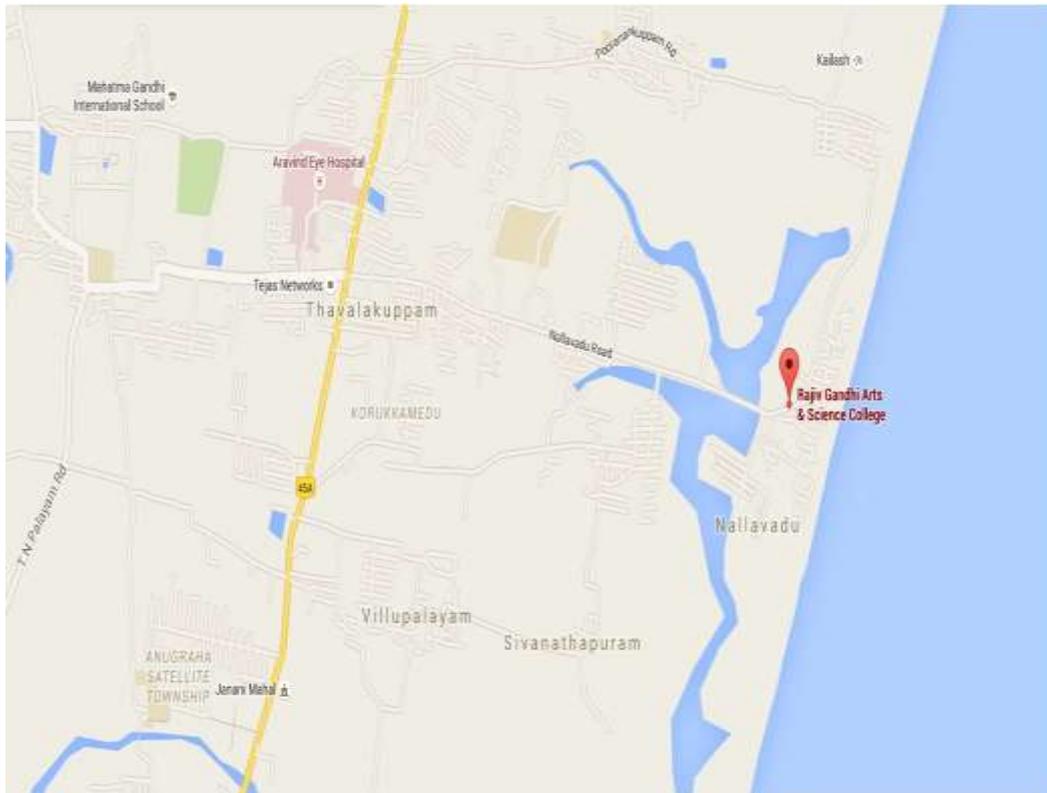
1. *Better Placement for students.*
2. *Establishing new value-added courses.*
3. *Venturing of students towards professionalism by adopting innovative teaching methods using advanced audio - visual aids.*
4. *Preparing students towards competitive achievements.*
5. *Motivation for higher education.*
6. *Nurturing creativity, scientific thoughts, and entrepreneurial skills among students to transform them to learned life.*

7. *Developing innovative ideas focusing employability skills.*
8. *Community development through the policy of “Education for All” in the rural sectors of the nation.*

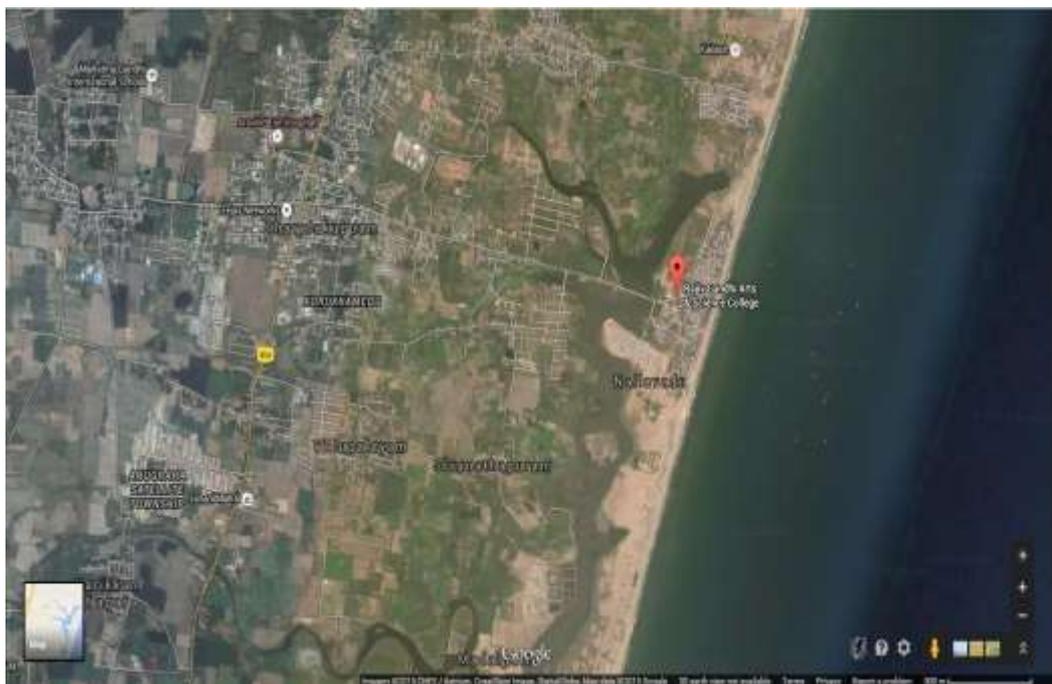
Future Plans:

1. *Additional blocks to be promoted.*
2. *Install automation software for the Library.*
3. *To organise seminars/workshops with eminent persons*
4. *Equip classrooms with ICT facilities*
5. *Introduce new courses*
6. *Introduce add-on courses/value-added courses*
7. *Subscribe more number of national and international journals, periodicals and magazines.*
8. *Purchase more number of computers and provide wi-fi-enabled increased internet facilities for the students and staff*
9. *Take measures to improve students’ results*
10. *Green campus initiatives.*

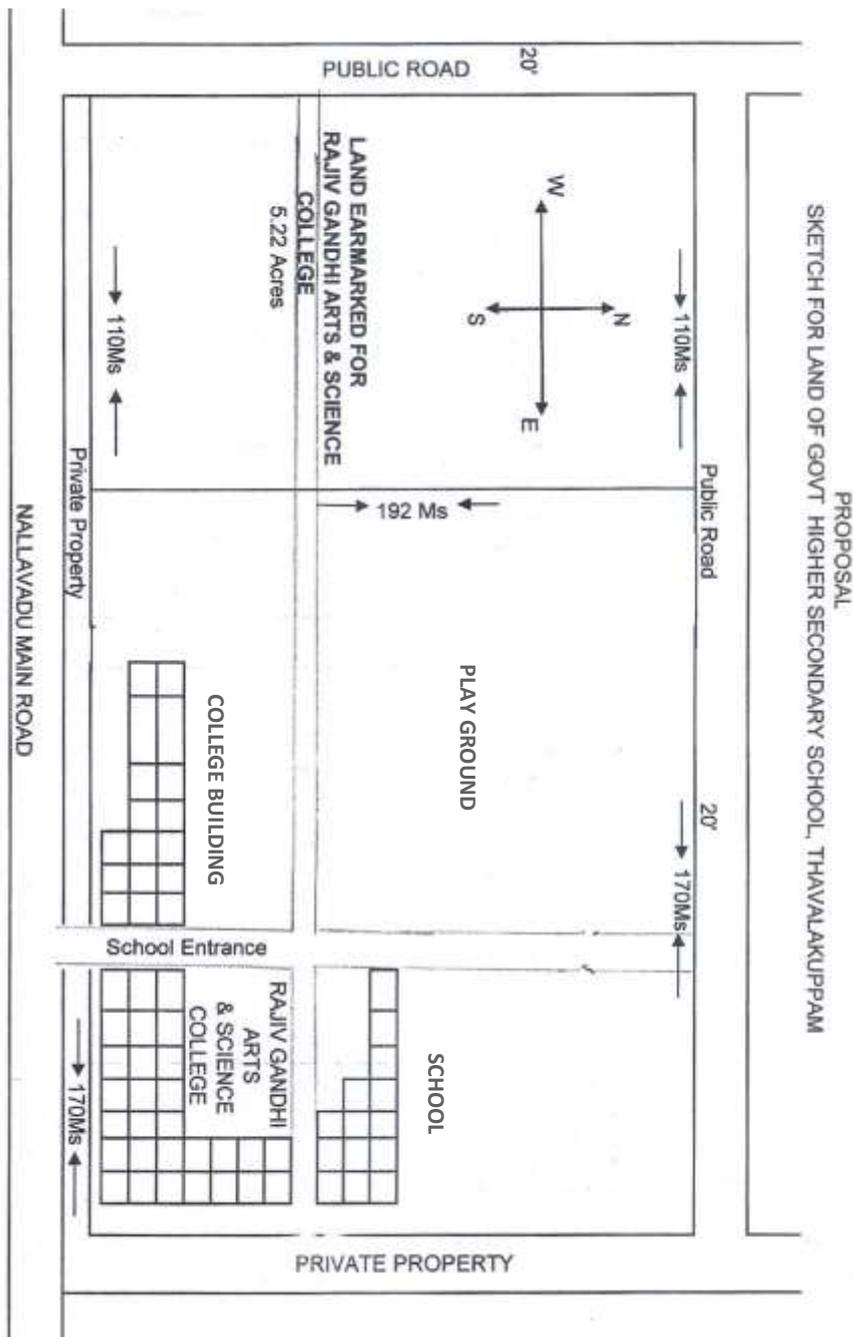
Map of College



Google Map



Rajiv Gandhi Arts and Science College - Lay Out



Section-B

Part-I

PROFILE OF THE AFFILIATED COLLEGE

PROFILE OF THE AFFILIATED COLLEGE

1. Name and Address of the College:

Name	: RAJIV GANDHI ARTS AND SCIENCE COLLEGE
Address	: NALLAVADU ROAD, THAVALAKUPPAM
City	: PUDUCHERRY Pin: 605007 State: PUDUCHERRY (UT)
Email	: officergasc@gmail.com Website: www.rgasc.org
Telephone	: 0413-2618180

2. For Communication:

Designation	Information
Principal	Name : Dr. S. RADHAKRISHNAN Telephone : O: 0413 - 2618180 R: 0413-2241022 Mobile : 9442400071 Email : principal.rgasc@gmail.com
Steering Committee Coordinator	Name : Dr. U. GAYATHRI DEVI Telephone : O: 0413 - 2618180 R: 0413 - 2201902 Mobile : 9442399453 Email : ugaayathridevi@gmail.com

3. Status of the Institution:

Affiliated College

Constituent College

Any other (specify)

4. Type of Institution:

a. By Gender

i. For Men

ii. For Women

iii Co-education

b. By Shift

i. Regular

ii. Day

iii. Evening

5. Is it a recognized minority institution?

i.	Yes
ii.	No

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

Does not arise.

6. Sources of funding:

Government

Grant-in-aid

Self-financing

Any other

7. a. Date of establishment of the college: 02/12/2003 G.O.Ms.No.148
dt. 02.12.2003.

b. University to which the college is affiliated /or which governs the college (If it is a constituent college): PONDICHERRY UNIVERSITY

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	21/03/2013 File No. 8-366/2011(CPP-i/c)	Awarded
ii. 12 (B)	NIL	NIL

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.): NA

Under Section/ Clause	Recognition/ Approval details Institution/ Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.	NIL	NIL	NIL	NIL
ii.	NIL	NIL	NIL	NIL
iii.	NIL	NIL	NIL	NIL
iv.	NIL	NIL	NIL	NIL

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes No

If yes, has the College applied for availing the autonomous status?

Yes No

9. Is the college recognized

a. by UGC as a College with Potential for Excellence (CPE)?

Yes No

If yes, date of recognition: Does not arise

b. for its performance by any other governmental agency?

Yes No

If yes, Name of the agency : Does not arise
Date of recognition : Does not arise

10. Location of the campus and area in sq.mts:

Location*	Rural – Nallavadu Road, Thavalakuppam, Puducherry-07.
Campus area in sq. mts.	28328 Sq. mts.
Built up area in sq. mts.	1996.79 Sq. mts.

(*Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement:

* **Auditorium/Seminar Complex with Infrastructural Facilities:**

- Auditorium having a seating capacity of 150 students with public address system, chairs, lighting, mike, speaker, podium and proper ventilation is available

* **Sports facilities:**

- Play ground
- Swimming Pool
- Gymnasium
- Grounds for outdoor games: Cricket
- Volley ball, badminton, shuttle and football courts.
- Indoor Games : Students have Table Tennis board, Carom boards and chess boards.

✓
NIL
NIL

* **Hostel:**

- The college does not have a hostel for both boys and girls students.
- Working Women's Hostel: The college does not have a working women's hostel.

* **Residential facilities for teaching and non-teaching staff (give numbers available - cadre wise):**

- Government Quarters available at Lawspet, Puducherry. Type – Group 'A', 'B', 'C' and 'D' Quarters.

* **Cafeteria:**

- Though the college does not have cafeteria facility, one local villager provides tea, coffee and some snacks to both the staff and the students throughout the day in the college campus. It is run as a micro business by the villager.

* **Health Centre:**

- Though the college does not have a permanent health centre, health services are provided to the students in alliance with the 2 Government Primary Health Centres, which are located at 1.2 kms away from the campus, viz. Pooranankuppam, and Thavalakuppam.

- * **Facilities like banking, post office, book shops:** Available within a radius of 1.5 kms.
- * **Transport facilities to cater to the needs of students and staff:**
 - The government has made it under Education Scheme to ply buses for students at a cost of Re.1. for the distance mentioned in the scheme is anywhere any Institution in the UT of Puducherry. Apart from these, for convenience, part students are allowed to come on their own conveyance and private buses as well.
- * **Animal house:**
 - One private poultry farm is available adjacent to the college campus.
- * **Biological waste disposal:**
 - Safety Napkin Vending machine and incinerator are installed.
- * **Generator or other facility for management/regulation of electricity and voltage:**
 - College opted its demand to buy a generator. A proposal is sent to the Govt. and the sanction is awaited.
- * **Solid waste management facility** : NIL
- * **Waste water management** : NIL
- * **Water harvesting** : Rain Water Harvesting

12. Details of programmes offered by the college (Give data for current academic year)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
1.	Under-Graduate	B.Com.				40	40
		B.Com. (Co-operative Management)		Higher Secondary and Three Year Diploma for Lateral Entry		40	40
		B.B.A.	3 years		English	30	30
		B.Sc. (Computer Science)				30	30
		B.C.A.				30	30
2.	Post-Graduate	NIL	NIL	NIL	NIL	NIL	NIL
3.	Integrated Programmes PG	NIL	NIL	NIL	NIL	NIL	NIL

4.	Ph.D.	NIL	NIL	NIL	NIL	NIL	NIL
5.	M.Phil.	NIL	NIL	NIL	NIL	NIL	NIL
6.	Ph.D.	NIL	NIL	NIL	NIL	NIL	NIL
7.	Certificate courses	NIL	NIL	NIL	NIL	NIL	NIL
8.	UG Diploma	NIL	NIL	NIL	NIL	NIL	NIL
9.	PG Diploma	NIL	NIL	NIL	NIL	NIL	NIL
10.	Any Other (specify and provide details)	NIL	NIL	NIL	NIL	NIL	NIL

13. Does the college offer self-financed Programmes?

Yes No

If yes, how many? Does not arise

14. New programmes introduced in the college during the last five years if any?

Yes No Number 3

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science	1. Computer Science 2. Computer Applications	✓	NIL	NIL
Arts	1. Business Administration	✓	NIL	NIL
Commerce	1. Commerce (General) 2. B.Com.,(Cooperative Management)	✓	NIL	NIL
Any Other (Specify)	NIL	NIL	NIL	NIL

16. Number of Programmes offered under (Programme means a degree course like B.A., B.Sc., M.A., M.Com.)

- a. Annual system : NIL
- b. Semester system : 5 UG Programmes
- c. Trimester system: NIL

17. Number of Programmes with

- a. Choice Based Credit System NIL
- b. Inter/Multidisciplinary Approach NIL
- c. Any other (specify and provide details) NIL

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes No

If yes,

- a. Year of Introduction of the programme(s) and number of batches that completed the programme : NIL
- b. NCTE recognition details (if applicable) : NA
Notification No. :-.....
Date : - (dd/mm/yyyy)
Validity : -
- c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes No

19. Does the college offer UG or PG programme in Physical Education?

Yes No

If yes,

- a. Year of Introduction of the programme(s) and number of batches that completed the programme : NIL
- b. NCTE recognition details (if applicable) : NA
Notification No. :-.....
Date : - (dd/mm/yyyy)
Validity : -

- c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes

No

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F				
Sanctioned by the UGC/ University/State Government <i>Recruited</i>			1		15	14	3	2	1	
<i>Yet to recruit</i>										
Sanctioned by the Management/Society or other authorized bodies <i>Recruited</i>										
<i>Yet to recruit</i>										

*M-Male; *F-Female.

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							9
D.Sc./D.Litt.							
Ph.D.					3	2	5
M.Phil.					1	3	4
PG							
Temporary teachers							19
Ph.D.					4	1	5
M.Phil.					7	7	14
PG							
Part-time teachers							
Ph.D.							
M.Phil.							
PG							

22. Number of Visiting Faculty /Guest Faculty engaged with the College:

NIL

23. Furnish the number of the students admitted to the college during the last four academic years:

Categories	2010-11		2011-12		2012-13		2013-14	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	29	9	21	4	17	9	29	9
ST	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL
OBC	49	61	42	40	55	53	49	61
General	6	11	31	17	17	19	-	3
Others	-	-	-	-	-	-	4	10

24. Details on students enrolment in the college during the current academic year (2014-15):

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	154	NIL	NIL	NIL	154
Students from other states of India	1	NIL	NIL	NIL	1
NRI students	NIL	NIL	NIL	NIL	NIL
Foreign students	NIL	NIL	NIL	NIL	NIL
Total	155	NIL	NIL	NIL	155

25. Dropout rate in UG and PG (average of the last two batches):

UG

PG

26. Unit Cost of Education:

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component

(b) excluding the salary component

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes

No

If yes,

- a) Is it a registered centre for offering distance education programmes of another university?

Yes

No

b) Name of the University which has granted such registration:
Does not arise.

c) Number of programmes offered: Does not arise.

d) Programmes carry the recognition of the Distance Education Council.

Yes No

28. Provide Teacher-student ratio for each of the programme/course offered

a. B.Com.	-	1:30
b. B.Com. (Co-operative Management)	-	1:30
c. B.Sc. (Computer Science)	-	1:20
d. B.C.A.	-	1:20
e. B.B.A.	-	1:18

29. Is the college applying for

Accreditation: Cycle 1 Cycle 2 Cycle 3 Cycle 4

Re-Assessment:

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re- accreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re assessment only)

Cycle 1 :NA.... (dd/mm/yyyy) Accreditation
Outcome/Result.....

Cycle 2 : NA ... (dd/mm/yyyy) Accreditation
Outcome/Result.....

Cycle 3 : NA ... (dd/mm/yyyy) Accreditation
Outcome/Result.....

* *Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.*

31. Number of working days during the last academic year: 192 days

32. Number of teaching days during the last academic year: 192 days
(Teaching days means days on which lectures were engaged excluding the examination days)

33. Date of establishment of Internal Quality Assurance Cell (IQAC):
Yet to be established.

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR (i) _____ (dd/mm/yyyy) : NIL

AQAR (ii) _____ (dd/mm/yyyy) : NIL

AQAR (iii) _____ (dd/mm/yyyy) : NIL

AQAR (iv) _____ (dd/mm/yyyy) : NIL

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information): ---

Section-C

Part - II

CRITERIA - WISE SUMMARY

RAJIV GANDHI ARTS AND SCIENCE COLLEGE

Puducherry

CRITERION-I: CURRICULAR ASPECTS

Rajiv Gandhi Arts and Science College functions since 1995 in Puducherry with a vision to percolate education to rural and economically backward communities in order to ensure equal opportunities for learning, social development and upliftment of the living standards of the rural population and thereby, leading to a transformational change in society. Curricular activities are given preferred weightage and get upgraded timely by the affiliating University. Presently, the college offers five Undergraduate Courses viz., B.Com. B.Com.(Co-operative Management), B.B.A., B.C.A. and B.Sc. (Computer Science).

The college has clear, crisp vision, mission and objective statements designed in a lucid language. This is made known to all teaching, non-teaching staff of the college and the other stakeholders through college website, college calendar, notice boards and announcements made by the Principal on different occasions. For all the curricular planning, design and development of each course, the college is fully dependent on the affiliating Pondicherry University. The implementation of the curriculum in an effective way is done through various modes starting from the beginning of the academic year in following the schedule, preparing the timetable, department meetings etc. The good old method 'Walk, Talk and Chalk' is followed supported by modern ICT methods. Lesson plan and course completion certificate are made compulsory for all faculty members to be strictly adhered to.

As this institution is fully supported by the Central University to which the college is affiliated, the University always insists in implementing the latest trends in education. The syllabus is framed in accordance with the current trends and incorporates new topics suggested by UGC from time to time and the same is uploaded in the college website also. The curriculum is designed and developed by the Board of Studies of each Department, Pondicherry University, Puducherry. The senior faculty members of the institution contribute in designing and

developing the curriculum by giving suggestions and ideas as members of Board of Studies. Workshops are conducted for the staff by affiliating university when new syllabus or subjects get introduced. The University gives all the procedural and practical support to all the members of the faculty for curricular enrichment. After getting the opinion of the stakeholders and the University's permission, the college plans to have various value added courses in the near future to educate students for self-employment.

Although the college does not have any formal network to interact with beneficiaries, in the near future, the college proposes to have Memorandum of Understanding with industries, resource persons, entrepreneurs, and institutions offering various courses and expertise knowledge. The college has enough academic flexibility which allows our institution to arrange for various awareness and skill development programmes through Placement cell. The college imparts education paving the dimensions to fit into the global market.

Our institution aims at providing equal educational opportunities, empowering women through education, allowing students to contribute to various spheres of socio, cultural and economic activities and indoctrinating the moral and ethical values to make them good citizens of the country. The college has taken efforts to assimilate the cross cutting issues like gender, climatic change, environmental education, ICT, Human rights into the curriculum. Environmental Studies has been made as a compulsory subject for all Under Graduate courses by the efforts taken by the affiliating University. The institution assures that the curriculum contains all the essential aspects as adopted by NAAC. The college always shows interest in collecting feedback from all the stakeholders formally and informally. It also takes the suggestions and ideas from Parents, Alumni, local masses and the Advisory Committee and incorporates them for the enrichment of curriculum.

CRITERION-II: TEACHING – LEARNING AND EVALUATION

The admission process adopted by this college is quite transparent due to the fact that the admission to the Government and Government run society colleges of Puducherry is done through a centralized admission committee known as CAPASC (Centralized Admission Procedures for Arts and Science Courses). The complete processes of admissions are known to all applicants till the end of the admission process. The students who seek admission to this college are from diverse socio-economic background and the policy framed has an access to different categories of students such as SC, ST, MBC, OBC, EBC, minority, physically challenged, differently-abled and ex-serviceman. Sports men are specially honored with all horizontal and vertical proportions. Every year the number of applications received for admission stands more than the available seats. Since our college offers much-sought after courses, the demand for admission always stands high, which shows that our college is the most potential college in providing service to the rural population.

As the students of the college possess different lacunas, such as, weak in English Language, expression, grasping and understanding, many of the students are classified as average and below average, out from which advanced learners and slow learners are all classified to impart teaching and learning suitably to their needs and expectations. Under the above circumstances, making out 100% of pass result is found a very difficult task, as they are from erroneously poor background. Accordingly, strong and advanced learners are identified as few, whereas the slow learners and below average students stand very high in rate which has become a very challenging task in bringing them up on par with quick learners. It is due to the hard and selfless services rendered by the teaching faculty that remedial coaching and tutorial system got adopted in this college, in order to help the students to improve their knowledge and skills.

The college provides facilities as per the norms laid by the MHRD, Union Territory of Puducherry and the affiliating University such as ramp facilities, teacher-advisor and special talents. Services are rendered to such differently-abled persons in order to provide conducive mind in the learning concept on par with the others.

The institution has initiated different methods for facilitating the process of teaching and learning. Accordingly, academic calendar is prepared following the schedule by the affiliating university. Other inclusions are made pertaining to various committees, cultural, sports and games, extensional activities and so on. Teaching plans are prepared and implemented through the guidance of the concerned heads of the departments, which contains the components that are necessary and effective. The components include lecture hours, students' activities, skill developments programmes, assignments and model exams, and so on.

The college is equipped with full numbers of faculty inclusive of permanent and out-sourcing. The teacher quality is always enhanced by letting the faculty for development programmes such as orientation, refresher, workshops, symposiums, seminars, conferences etc. Teachers are inspiringly provided study permissions to present research papers, attend seminars, workshops etc. to enrich their knowledge. Teachers are also motivated and encouraged for publications, of their innovative thoughts and articles.

The college attempts to adopt an evaluative system in which the students are evaluated during their curriculum prospects through assignments, model examinations, skill development programmes and regularity. Self-appraisal system is followed by the faculty members to make appraisal presented every year to the principal for opinion about the performance, then the same is sent to the authority for assessment and evaluation about the academic worthiness of teaching. The confidential report for every six months and the self-appraisal report annually are collected from the staff for the future development of their career.

CRITERION-III: RESEARCH, CONSULTANCY AND EXTENSION

Our institution basically runs with undergraduate courses and is not recognized as a Research Centre. As the college is affiliated to Pondicherry University it depends on the curriculum designed and developed by the University for all UG Courses. Students are often encouraged and motivated to pursue higher education during class hours or whenever possible situation occurs. The faculty members of this institution are actively involved in research oriented activities by ways of publishing research papers, delivering guest lectures, performing as chair person or co-chair persons in UGC sponsored national level seminars. Some of the faculty members in service who actively involve themselves in research activities have completed Ph.D. programmes. Some of the faculty members are recognized guides and supervisors for M.Phil. and Ph.D. programmes and are allowed to guide and supervise their part time scholars on their research activities.

The college attempts to orient the students to pursue their education to higher levels by elaborating them the wide prospects available to be achieved through education in the near future. Four courses in our institution have a team project work and the concerned faculty guides the students for completion of the project. During the time of the project work the students are helped and induced to understand about the research activities.

The college promotes the students, through NCC, NSS wings and RRC to develop the ideology as the learning concepts of the rural population by contributing their services towards various trends and issues. The college has two NSS units with 100 volunteers to encourage the service to the communities as a social responsibility. Extensional activities like blood donation, women empowerment, health and AIDS awareness programmes, social and environmental awareness programmes and afforestation programmes by planting saplings are all encouraged and organized through the extensional units of this institution. Physical Education Department and Cultural Forum also play a vital role in developing the personality of the students collaborating with teachers.

CRITERION-IV: INFRASTRUCTURE AND LEARNING RESOURCES

The college since 1995 has grown and developed substantially in all its spheres. Increase in infrastructure facilities has been made adequate in order to facilitate effective teaching and learning. The college with its area situated along with a Government Higher Secondary School nearby to it, stands to modulate and inspire the school students towards higher education. Presently the college run with five courses, look for an extension in the near future by promoting infrastructure facilities at large. The college building is to be extended with regard to promotional and extensional with combinations of new courses technically and non-technically.

The institution always attempts to provide the required facilities for all activities which include curricular, co-curricular and extra-curricular activities. Since our college is a developing institute it aims to grow with adequate infrastructure facility on par with academic growth.

The college still has shortage of classrooms which is yet to be provided and established. Subject to above all, the college is imparting value-based quality education to the poor and marginalized students of rural society. The college has made available ICT facilities for teaching and learning in computer lab in order to create a mind trend among the students with regard to technological learning.

The learning resources in library have been developed regularly adding wide range of text books, latest editions, encyclopedia, and reference books by standard authors. The library is user-friendly which motivates students and staff to visit for the purpose it has been developed extensively. The automation of library is yet to start and the college attempts to find resources for automation and the development of library into a block.

The college ensures allocation and utilization of resources provided for maintenance and upkeep of developments such as building, furniture, equipment, etc.

The college submits the annual plan to the Government for the allocation of financial resources needed for the development and maintenance of the institution in general.

CRITERION-V: STUDENT SUPPORT AND PROGRESSION

Our college exists in a sprawling campus of about 7 acres. It consists of 510 students and 33 teaching and 18 non-teaching staff. 75% of the admission of students is reserved to the students hailing from rural background. It gives importance and attention to the lower strata of the economy and hence, students from diverse-economic background seek admission in this college. The required information for admission into this college through CAPASC is made known through advertisements in the Regional News Papers and display on notice board in all Government colleges. The college collects a nominal fee from all students as prescribed. The Government also waives fees, provides concessions, exemptions and helps students to pursue their higher education.

Importance is given to slow learners by the faculty members and they concentrate on them individually. As for the physically and visually challenged students, their needs are met by providing them with required facilities such as ramp, easy way to class room, access to library resources, free movement on the wheel chair, financial assistance and so on. Students from SC/ST, OBC and economically weaker sections receive scholarship from the State and Central Government as assistance to pursue their education without financial constraints.

Most of the students of this college are first generation learners and belong to rural back ground. Hence, higher education remains the top priority for them, and our college concentrates on the overall development of the students. Social etiquettes are inculcated in the students through Skill Development Programmes such as spoken English, computer literature, job skills, interview skills and entrepreneurial skills by inviting resource persons from various fields. This enriches the knowledge of the students and develops their innate skills.

NCC and NSS educate them about leadership qualities and personality development. The college is provided with a Placement Cell through which the students are guided towards future prospects. Training in the form of employable skills is provided, whereby, a student can find himself a career developed.

The college is provided with a Grievance Redressal Cell that attends to the grievances of the students with the help of the Principal and teaching faculty. Students can express their grievances to the above said committee or to the Principal and thereby, arrive at a solution to the grievances expressed. Our college has a Quiz club as well. These activities and processes add strength to our college.

CRITERION-VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

Rajiv Gandhi Arts and Science College is a Government of Puducherry Institution, aiming at the upliftment of rural genders through education. Pondicherry Society for Higher Education (PONSHE), Government of Puducherry governs the functioning procedures of our College. The management comprises of the Chairman, Secretary to Education, Government of Puducherry, followed by the Member Secretary. The Principal of the college ranking next to the Member Secretary is committed to the cause of increasing the Gross Enrolment Ratio (GER) in higher education. It is also inherently looked into the development of infrastructure facilities in order to enhance the quality of higher education. The Governing Body constituted frames the policies and plans for developing and providing quality education. The Institution strictly adheres to the policies and plans and the amendments made in the General Body meeting. Apart from the hierarchy and plans and policies said above, the Institution is directed, coordinated and controlled by the affiliating University for academic growth and the institutions development. The Head of the Institution, the Principal plays a significant role in the smooth conduct of all academic and administrative functioning of the college.

The College involves itself at a maximum for participative management with democratic principles to administer smoothly the day-to-day operations of the institution. The stakeholders' views are considered for an immediate response to coordinate the smooth functioning of our institution. The Head of the Departments and the faculty members are often asked for their valuable suggestions for the effective, progressive functioning of the College.

The college has five Departments, each headed by a senior faculty who extend their assistance to the Principal relating to administrative matters. The college has a well- equipped Physical Education Department and Library. The College Council is also inclusive of NSS and NCC officers for the internal decision-making.

The college has formed various committees and cells in order to have a smooth functioning of the day-to-day activities of the college. Since ours is a co-education Institution, the Head of the Institution has proposed vigilance and grievances committee to attend to the complaints on day-to-day basis and resolve effectively and efficiently without causing any disturbance to the normal functioning of the Institution.

CRITERION-VII: INNOVATIONS AND BEST PRACTICES

Ours is the most potential institution for Higher Education in the midst of rural population. Since long from inception, it fulfills the desires and aspirations of the deprived students from the poor socio-economic background. Much importance is given in making them live in a healthy atmosphere with learned skills through various programmes apart from their normal stream of curriculum.

Various initiatives taken by the college to make the campus eco-friendly includes energy conservation, rain water harvesting, e-waste management and plantation. Many innovations have been introduced during the last few years which have contributed to the quality improvement of the core activities of this institution. The innovations include remedial coaching, feedback system, formation of IQAC, Red Ribbon Club, NCC and NSS, and teacher- students interactions.

Best Practice-I: Skill Development Programme

A Holistic system of education to the student is focused upon for an overall development of the students' personality. The students are often motivated for continuing education to post-graduation level or to gain professional achievement. They are continuously induced to face competition that prevails in the employment opportunities and to develop self-employment or become employers themselves than being employees. Students are influenced to achieve skill to the changing scenario in the job market. We deem this as one of our best successes since the students are both from rural areas as well as first generation learners whose parents are humble daily labourers.

Best Practice-II: Extension Activities

Extension activities are made mandatory for the students to promote Community linkage, Social Responsibility, Interaction with the people in problem analysing and solving skills. The NSS, NCC and Red Ribbon Clubs are functioning in the College and they involve the students in the activities like attending camps, cleaning and sowing saplings etc.

Criteria-Wise Analytical Report

Criterion-I: CURRICULAR ASPECTS

1.1 CURRICULUM PLANNING AND IMPLEMENTATION

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

Rajiv Gandhi Arts and Science College came into existence in the year 1995 as Annex of Tagore Arts College, a college that was established in 1961. Tagore Arts College is an age-old glorious institution that was founded on 13.06.1963 by the then Honorable Prime Minister of India Shri. Jawaharlal Nehru. It is a thing of pride that Rajiv Gandhi Arts and Science College incepted as Tagore Arts College (Annex) and later attained individuality when the Government of Puducherry formed a society, Union Territory of Pondicherry Arts, Science and Technology Colleges Society (UTPASTCS). From the academic year 2004-05 onwards, it started functioning under Pondicherry Society for Higher Education (PONSHE). During the year 2008, with the approval of His Excellency Lt. Governor of Union Territory of Puducherry, the college was renamed as “RAJIV GANDHI ARTS AND SCIENCE COLLEGE”.

Initially, the college started in the year 1995 with two courses viz., B.Com. and B.Com. (Cooperative Management) with a strength of 30 in each. In the academic year 2010-11, an increase of 10 students in each of these two courses took place, and during the same year the college witnessed a development of three more courses viz., B.Sc.(Computer Science), B.C.A. and B.B.A. With the development of the courses, and an increased intake in the existing courses the students' strength increased to 510, contributing to the growth of the Institution. Simultaneously the faculty position and non-teaching staff were also strengthened as per UGC norms/guidelines.

Vision:

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

Mission:

- To fulfill the constitutional requirement of equality, of educational opportunity, irrespective of race, ethnic background, religion, caste, creed, sex or economic conditions.
- To empower women through education to equip them for better life.
- To enhance the social condition of rural population through academic enrichment.
- To allow students to contribute in all spheres like socio, cultural and economic activities and to devote themselves for the up-liftment of the society.
- To indoctrinate values like discipline, sincerity, responsibility, accountability, punctuality, humanity, self respect, brotherhood, and national integration through various academic and cultural activities.

Objectives:

The following objectives are identified to meet the above Vision and Mission of the college:

- To dispense good education to the student community of the rural society who are poor, needy and economically weaker section in this region.
- To offer holistic education to the under privileged strata of the society and to fill the aspiration of the students.
- To encourage rural women to develop leadership quality through educational opportunities.
- To maximize enrollment of women in higher education every year.
- To provide a ground to the learner for excellence in academic growth.
- To instruct in the line of value based education in the present context.
- To aim at overall development of the students for their future.
- To facilitate the students to face the current challenges of the competitive world.
- To implant awareness about social and ecological issues among students and make them socially responsible citizens.

Communication to Students, Teachers and Staff:

- Stated in the college Academic Calendar
- College Website, “www.rgasc.org”
- College Notice Board
- Circulars
- Various meetings with students and staff.

Communication to other stakeholders:

- College website
- Parent-Teachers’ Association
- Brochures
- Alumni Association

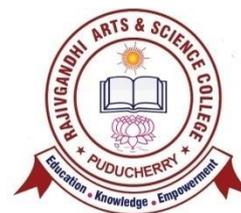
College Emblem and Rationale of the Emblem:

Our college Emblem consists of three symbols *at the centre*: the Sun, the Book and the Lotus.

The Sun – From Darkness unto Light, lead us

The Book – Truths or Facts Accumulated in the Course of Time

The Lotus – Pure White above the Water from the Depth of a Muddy Swamp



At the bottom : Education, Knowledge & Empowerment.

1.1.2 How does the institution develop and deploy action plan for effective implementation of the curriculum? Give details of the process and substantiate through specific examples.

Our institution deploys the following action plan for effective implementation of the prescribed curriculum.

- In the beginning of each academic year, Academic Calendar is prepared, printed and distributed to all the members of the faculty and students to prepare the year’s schedule.
- Usually general and departments timetable will be prepared at the end of each semester for the ensuing semester and this process is carried

out at the Department itself and in consultation with the link Departments, the final shape of the time table is arrived. The Department convenes meeting to finalize the timetable with all the faculty members present. This is done prior to the beginning of the following semester to resume the classes from day one of the starting of every semester. Likewise, all the Departments frame their respective timetables and combining all as a master timetable will be submitted to the Principal for reference. The time table prepared is displayed on the blackboard of every class for reference to students to adhere.

- Department level meetings are held for the allocation of subjects and syllabus, and are ensured that the staff members are assigned for concerned subject. This is frequently monitored for the progress of adherence.
- Curriculum is taught effectively following the good old method of 'Walk, Talk and Chalk' (Lecture Method), sometimes supported by LCD projectors. Simplified study materials (Hard/Soft/Hand written copies) are also given to students.
- The Members of the faculty acquaint the students with syllabi, and recommend relevant books and reference. Further, the students are well informed about the pattern of university question paper by conducting model examinations based on the pattern of the university examinations to ascertain the students' proficiency level. To achieve this task, Model examination timetables are scheduled and the papers are evaluated for feedback of students.
- As per the norms of UGC guidelines, each faculty works not less than 40 hours a week, including 16 lecture hours and works for a total of 192 teaching days.
- Faculty members are directed to prepare a lesson plan for respective subjects handled and follow it for the academic year.
- Assignments are given to the students based on their syllabus which motivates them to refer to the self prepared materials during the time of examinations.

- For Subjects like Tamil and Environmental Studies, Internal Assessment tests are conducted as per the curriculum and award to assess internal marks to the students before the university examinations.
- Traditional classroom teaching is supplemented by various other methods like Laboratory, Project work, Industrial visit, Preparation of reports , Role playing etc.
- Students are encouraged and motivated to read books, journals and subject magazines periodically. Book Bank facilities are also available for the students.
- ICT facilities are readily available to the students where they can walk into the library and laboratory and have an easy access to the internet facility.
- Mentoring system is in practice which helps in giving individual attention to each student. Students share their academic and personal difficulties to their guides which in turn relieve them of their mental stress to a greater extent, and thereby help them to concentrate on their studies.
- The deployment of curriculum is also supported by Co-curricular and extra-curricular activities like NSS, NCC, Blood donation camp, Campus cleaning initiatives, field trips, industrial visits, conducting awareness camp, workshops, seminars etc.
- Department level feedbacks and some informal feedbacks from students are collected about teaching qualities and necessary actions were also taken based on the feedback.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

- The college is affiliated to Pondicherry University, Puducherry. The University frames the entire syllabus, prescribes text books and relates details of reference books, question paper pattern, list of practical experiments, list of electives to be chosen etc. This systematic programmed schedule by the affiliating university enables the teacher to follow the curriculum for each semester.
- Pondicherry University, being a Central University, is always interested in implementing the latest trends in education. Guidelines are well communicated after a serious preparation as well as critical analyzation by the teachers concerned. The syllabus is framed in accordance with the current trends and incorporates new topics suggested by UGC from time to time and updated in University website.
- Workshops are conducted for the staff by the affiliating university when new syllabus gets introduced.
- The curriculum is designed and developed by the Board of Studies of each Department, Pondicherry University and the faculty of the institution can discuss their issues and problems if any, while participating / representing in the Board of Studies meeting.
- Whenever there is any change in the curriculum design, the University communicates to all affiliated colleges.
- The University extends support to the faculty by providing year-wise schedule of the conduct of various UGC sponsored Orientation/Refresher Programmes, Seminars, Conferences, Workshops and the same is also displayed on the University website to keep the faculty updated.
- Our institution does not stop any faculty from attending Orientation/Refresher courses, Seminars, Conferences, Workshops, and Faculty Development Programmes as these are useful for the faculty to update their knowledge and have a deeper understanding of the subjects they teach. The college provides special casual leave for the teachers to participate in the

above programmes after getting permission from the Director of Higher Education.

- The institution also encourages the faculty members to make publications in refereed National and International journals to improve their teaching practice.
- Another practical support from the institution is Library facility that is available during office hours with daily newspapers both in English and Tamil, Journals, magazines and ample reference books which enable the faculty to ensure effective teaching.
- Our institution arranges for industrial visit. It extends permission to undertake project work in companies.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

- Globally accepted, trusted and tested teaching strategy, ‘Walk, Talk and Chalk method’ is followed by our faculty members for effective curriculum delivery. However, the teaching faculties have taken initiatives in implementing Information and Communication Technology for effective teaching.
- As for teaching/non teaching faculty, there are vacancies in our college. Recently, partly sanctioned teaching strength has been filled permanently by the Government of Puducherry. All the members of the faculty are in a mixture of young, experienced, dynamic, efficient, sincere, dedicated and all are qualified as per UGC norms and always work with enthusiasm and commitment.
- Our faculties are periodically trained on turns by computer personnel from the Department of ICT, Government of Puducherry. This has made all the faculty members familiar with modern applicable technological resources to supplement the traditional teaching method and to provide hands on experience on ICT tools.

- Academic improvement is given preferred weightage. In addition to this, importance is given to the overall development of students by fulfilling our mission in encouraging our students to work in various spheres of the college like NSS, NCC, Red Ribbon Club, Red Cross Society and the like.
- Furthermore, for effective curriculum delivery, the college has got the provision of Special/remedial classes for slow learners. Special classes are arranged for students who could not attend the classes on account of participation in various extra, co-curricular, and extra mural activities.
- Added to these, various one-day awareness programmes, skill development programmes, special lectures inviting experts from various fields are conducted in order to disseminate knowledge to students.
- After taking into account the feedback from local stakeholders, the institution will proceed in the process of requesting the University's permission to conduct various value added courses in the near future to educate students for self employment. Right now, ideas for courses like Handicrafts, Tally, .NET, Tailoring, Communication skills, Personality Development courses which would help the locals' needs are in proposal.
- The college strictly adheres to timetable for each class and academic calendar for yearly schedule and lesson plan in completing the syllabus, and this is continuously monitored by the Departments concerned.
- In specific courses like B.Sc.(Computer Science), and B.C.A., development of practical skills based on theoretical knowledge is ensured. In B.Com. (Cooperative Management) and B.B.A., Industrial Visit, Survey, Project works are being undertaken as a part of curriculum and ensures skill development in the relevant subject area of study.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?

- Although our institution does not have any structured or formal network to interact with the beneficiaries such as industry, research bodies and University, it always encourages faculty members to be in contact with them personally at different capacities.

- As a part of curriculum, the Department of Cooperative management takes the students to various cooperative societies in Puducherry to get a firsthand knowledge of their set up and functioning.
- The Departments of Computer Science and Business Administration undertake project work for which visits to various organisations, schools, colleges and industrial houses are carried out in the final semester.
- Our faculty members have a direct contact with nearby industrial HR managers, since this stands as a help to our final year students to get permission to carry out their project work in the broad field of Human Resource/Marketing/Finance in the industries or organisations and thereby, to submit a report on completion of their course.
- Our college offers traditional courses at Under-Graduate level only. None of the Departments is recognised as a Research Department. However, the college has a network to some extent to interact with Industry/Research bodies and University in effective operationalisation of curriculum.
- The college has set up a Career Guidance and Placement Cell which maintains professional relationship with representatives of different industries and organises programmes related to various disciplines with different agencies.
- In the area of research, the faculty members participate in Conferences, Seminars and workshops at State, National and International levels and thereby, adopt their ability in the curriculum development and its effective operationalisation. They are also motivated to take up research projects initiated by the UGC or the affiliating university or other universities. Some faculty members have served as Chairperson/Co-chairman for Seminars, question paper setters for University examinations and members of the Board of Examiners for the University's Central Valuation in their respective subjects.
- The faculty members of the college are in regular touch with the concerned Department in Pondicherry University and get the latest information in their respective subjects.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University? (Number of staff members/Departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

- The institution cannot develop curriculum on its own, being a college affiliated to Pondicherry University. The curriculum is framed by the Under Graduate Board of Studies for different subjects and is approved by the Academic Council of the University. The institution has to abide by and follow the curriculum designed by the University. Some of our faculty members are members of the Board of Studies in their respective subjects in Pondicherry University. Dr. U. Gayathri Devi, Department of English and Dr. R. Velu Raj, Department of B.Com. (Cooperative Management) are Board of Studies members in English and Cooperative Management respectively. They had attended the meetings convened by the respective boards and had given their suggestions to improve the quality of syllabus and also to express the difficulties faced by the staff and students in implementing the approved syllabus.
- The participating faculty member seriously works on the relevance of the syllabus designed by the affiliating university. In this process, normally the recommendations, representations and suggestions from other faculty members of the same Department and other Departments, students and other stakeholders are also taken into consideration.
- As this is a rural college, feedback system is applied to know about the progressiveness of the college. Students are interacted for feedbacks formally and informally. The suggestions and feedbacks from Parent-Teacher Association are also taken into consideration.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs assessment', design, development and planning) and the courses for which the curriculum has been developed.

No. Being an affiliated college to Pondicherry University the institution does not develop curriculum for any courses offered by it. However, based on the feedbacks obtained from the local stakeholders and students, the college has initiated to get permission from the University to conduct two Add-on courses or Certificate or skill oriented programmes in the evening.

1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

- The college assures that the stated objectives of the curriculum are achieved during the course of implementation. Sufficient care is being taken to ensure that the smooth implementation of the curriculum is done within the stipulated time frame. The faculty members make sure that the entire syllabus is covered well in time as per schedule.
- If at any stage, the college senses that the said objectives are not being achieved, the college plans for remedial action and strategy to fill the gap in the delivery of the curriculum.
- The institution supplements teaching programmes with other aspects which help in achieving the objectives of the curriculum.
- Written tests, Model exams, Feedback system, reviewing of examination results, Department meetings and interactions with stakeholders were conducted to monitor the outcome of the syllabus and ensure implementation of the stated objectives of the curriculum.
- By the initiative of our Principal, from this academic year, the faculty members are instructed to give a syllabus Completion Certificate at the end of the semester as a monitoring measure. This was made known through a circular for all the faculty members.

1.2 ACADEMIC FLEXIBILITY

1.2.1 Specifying the goals and objectives give details of the certificate/ diploma/skill development courses etc., offered by the institution.

Goals and Objectives:

Keeping in view the challenges in the global market, the institution endeavours to equip rural mass with well developed personality by not only enhancing their academic and intellectual acumen but also having their talents in Quadra dimensional activities. Being affiliated to Pondicherry University, the college imparts education paving the dimensions to fit into the global market.

Following is the list of courses offered by the institution with intake capacity:

B.Com.(General)	-	40 seats
B.Com.(Cooperative Management)	-	40 seats
B.Sc.(Computer Science)	-	30 seats
B.C.A.	-	30 seats
B.B.A.	-	30 seats

As such no Certificate/Diploma/Skill development courses are offered by the institution. However, the college has taken initiatives to sponsor students for courses/training for the benefit of employability. The following are a few such programmes conducted in the institution.

- A Certificate course was offered by TCIL-IT, Computer Education and training centre (A Govt. of India undertaking) for which the certificates were issued by Ministry of Communication and Information Technology, New Delhi. Out of the 9 courses stated below “Advanced Diploma in Graphic Design” was offered to B.Sc.(Computer Science) and B.C.A. students.
 - i) Diploma in Computer Hardware Maintenance
 - ii) Diploma in Networking Technology
 - iii) Advanced Diploma in Graphic Design
 - iv) Certification in Computer Application
 - v) Diploma in Desktop Publishing

- vi) Diploma in Adobe Photoshop & Micro Media Flash
- vii) Diploma in 3D Studio Max
- viii) Diploma in Flash with Tally CC in 9i & C program.
- ix) Certificate course in M.S. Office.

The following courses/programmes were conducted and the certification was done by MSME, Government of India, New Delhi.

1. A one-day workshop on “Industrial Motivation for Young Entrepreneurs” in association with MSME-DI, Government of India was conducted on 11.09.2013 in order to provide exposure and motivation on the opportunities available in the MSME sector for the final year students. Prof. Srinivasan from Pondicherry Engineering College participated as a resource person for the workshop.
2. A ten-day “Entrepreneurship Development Programme for Schedule Caste Students” was conducted in association with MSME-DI, Government of India, from 18.09.2013 to 01.10.2013 in order to impart EDP skills to our budding entrepreneurs. In this regard, eminent personalities from various fields trained the students on different aspects of entrepreneurship.
3. A Five-day “Management Development Programme on Tally” for students took place in association with MSME-DI, Government of India from 16.12.2013 to 20.12.2013.
 - On 20.08.13, an Employability Initiative of Tata Consulting Services (TCS) to avail free online courses and practice tests to get prepared for a career in the IT industry took place, wherein the B.Sc.(Computer Science) and B.C.A. students participated.
 - The college in association with the e-Governance Society, Department of Information Technology, Government of Puducherry organised a 23-day “IT Finishing School Programme” from 02.12.2013 to 28.12.2013 for which 51 final year students got registered and acquired the soft skills provided by them.
 - The Career Development and Placement Cell arranges for skill enrichment courses.

All the above programmes were offered with the aim of skill development of the students.

1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If ‘yes’, give details: No/Not Applicable.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skill development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

Range of Core/Elective options offered by the University and those opted by the college

Course	Foundation	Major	Allied	Elective	Compulsory	Practical
B.Com.	4	21	2	4	1	-
B.Com. (Cooperative Management)	4	25 (1- Project)	2	-	1	-
B.Sc. (Computer Science)	6	17	3	2	1	12 (1-Project)
B.C.A.	2	17	6	3	1	12 (1-Project)
B.B.A.	4	27 (1-Project)	-	-	1	-

The college provides a clear instruction about the electives for the courses, B.Com, B.Com. (Cooperative Management), B.Sc. (Computer Science), B.C.A. and B.B.A. at Under Graduate level. The Pondicherry University does not give academic flexibility/mobility to the affiliated institutions. However, the college tried to ensure academic flexibility provision of different elective options.

The college provides a compulsory subject in Environmental Studies in the curriculum

In B.Com., out of 5 distinct areas viz., Finance, Marketing, Banking and Insurance, E-Commerce and Human Resource, Marketing has been chosen as a thrust area for V and VI Semesters, for an easy potential and ample job opportunities.

In B.Sc.(Computer Science) and B.C.A., out of 12 electives, two electives are chosen for Computer Science and three for Computer Applications. The choice was made out of consultation with the faculty members in benefiting the students for their higher ups. The choice made also gives them a systematic approach and familiarization on Software/Application Development.

Choice Based Credit System and Range of Subject Options:

The University continues to follow semester system to a pattern of six semesters of three year stream, each being of six month duration. From this academic year (2015-16) onwards, the affiliating University is in the process of implementing CBCS system.

Courses offered in Modular form:

The syllabus for courses are framed unit wise and are arranged in modular form by the Pondicherry University, Puducherry.

Lateral and Vertical mobility within and across programmes and courses:

The college has the flexibility to absorb students through lateral entry for three courses viz. B.Com., B.Sc.(Computer Science), and B.C.A.

For B.Com.

Students, who have passed Diploma in Commerce or Diploma in Modern Office Practice awarded by the Directorate of Technical Education, Government of Tamil Nadu or from other states, shall be admitted to II B.Com., through paternal entry subject to the availability of seats purely on merit basis up to 10% of sanctioned strength to the course. However, the total strength should not exceed the sanctioned strength.

For B.Sc.(Computer Science) and B.C.A.

Students who have passed in the first attempt in Diploma in Computer Science/Information Technology/Computer Technology /Computer Application in First class (10+3 years of study) are eligible to apply for lateral entry to the second year of the course, subject to the availability of seats but limited to 10% of the sanctioned strength in the course. However, the total strength should not exceed the sanctioned strength.

Apart from lateral entry, vertical mobility is available within the society colleges by means of transfer, subject to availability of the course and vacancy. This can be done for any reasons like inability to pay fees in the other college, travel distance etc. Discontinued candidates can also be accommodated in any affiliated PONSHE colleges after getting appropriate permission from PONSHE and Pondicherry University.

Likewise, if for any reason, a student drops out can be readmitted to the semester last attended by him/her after proper counselling from the staff. The option for readmission support is provided by Pondicherry University.

These are all done to reduce the dropout rate and to promote them for higher studies and improve their potential for employability.

Enrichment Courses:

Apart from academic excellence, a student has to be equipped with more skills to work efficiently in a company/establishment. The following programmes were conducted for the past three years.

Academic Year 2012-2013:

1. The Career Guidance and Placement Cell arranged the AMCAT assessment and Recruitment (Employability) Test through Aspiring Minds, an alumnus of MIT(USA) and IIT (Delhi) and India's leading Assessment and entry level Recruitment firm, Bangalore for all the final year students.
2. One day workshop on SEBI's Financial Planning for young investors in association with SEBI-Financial Education Programme, Government of India, was conducted so as to familiarise the students on financial planning in the secondary market sector. Dr. Kasilingam, Reader, School of Management Studies, Pondicherry University was the resource person for this programme.

Academic Year 2013-14:

1. A one-day seminar on "ERP Application support to SMB in India" in association with Sri Annai Educational Institute, Puducherry for final year students took place on 23.08.2013. This enabled the students to gain expertise in Tally and thereby improve their scope for job opportunities.

2. A one-day “Employability Training Programme” in association with HRD circle took place on 17.10.2013 for the final year students.
3. Our college, keen on producing service-minded citizens conducted an “Awareness session on Organ donation and Transplantation” in association with the Mohan Foundation, Chennai on 28.10.2013. There were a total of 219 students and 8 staff who participated in the session. The participants were provided with a donor card and information brochure.
4. A Seminar on “Opportunities in Montessori schools for Women Students” in association with Viruksha International School of Montessori, Puducherry was conducted on 17.02.2014. Seven girl students expressed their interest to join the school for training.
5. 34 women students from 22.02.2014 to 22.03.2014 underwent a Training programme in Cluny Hospital which might help them to seek job opportunities in Hospital service industry in future.

Academic Year 2014-15:

Additional initiatives have been taken to organise campus recruitment, arranging interview for students, organising programmes etc. Since this is a rural college, with majority of students lacking communication skills the efforts taken turn futile in many cases. Nevertheless, the college adopts undaunted measure to fulfil its vision and mission and is hoping to achieve success in this endeavour in the near future. The following are some of the companies that have agreed for recruitment drives in the past academic years.

1. Accenture
2. TVS-DBS
3. Prapathi Tech Services
4. NIIT Puducherry
5. Eureka Forbes
6. Olive India
7. TCS
8. ISSM

As a result of the Placement drive conducted by our Placement cell, nine of our students got selected to join Integra Software Service Pvt. Ltd, Puducherry, thirty students in Eureka Forbes, one student in ISSM, one student in Cognizant and Prapathi Technologies during academic years from 2010-11 to 2014-15.

1.2.4 Does the institution offer self-financed programmes? If ‘yes’, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

No/Not Applicable.

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If ‘yes’ provide details of such programme and the beneficiaries.

The college regularly arranges various skill oriented programmes to make students improve their employability skills. Various areas covered include mock interviews, talk on business practice and soft skills. To mention one such is AMCAT assessment and Recruitment Employability test which was conducted on 09.01.2012.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice” If ‘yes’, how does the institution take advantage of such provision for the benefit of students?

No.

1.3 CURRICULUM ENRICHMENT

1.3.1 Describe the efforts made by the institution to supplement the University’s Curriculum to ensure that the academic programmes and Institution’s goals and objectives are integrated?

The college being affiliated to Pondicherry University does not have the option in framing its own curriculum. The college currently runs five Under Graduate courses that have relevance to the Vision, Mission, goals and objectives. The curriculum is framed in order to enable the students to build their capability for better employment opportunities and to compete with market trend. The college is known as a rural college to facilitate higher education to rural population. It functions in all aspects concentrating on its Mission and Vision relevant to the building up of the personality of the students through higher education. Accordingly, the courses and curriculum are laid sharing the views with its affiliating university.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

The college applies a constant measure to equip the students with knowledge to face the competitiveness in the dynamic global market. The college always applies its steps to enrich the curriculum to enhance and build up the abilities of the students. The Career Guidance and Placement Cell of the college regularly interact with the students about the opportunities available in market relating with their curriculum in which the students are in the programme. The Career Guidance and Placement Cell always attempts in contacting with the company professionals to create opportunities for employment to the students. Students are oriented in the areas of communication skills, knowledge about computers, and competition in the global market. The college enriches the students with various programmes and proper guidance by the experts from outside in order to equip them with knowledge and competitiveness that prevails in the market. The students are directed to get oriented with the expertise talk to get them fit in the market.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

The cross cutting issues stated have been incorporated into the curriculum of all courses offered by this institution. Environmental Studies as a compulsory paper for the Under Graduate courses have been made with the clearance from the affiliating University. In addition, ICT programmes are conducted for the non-computer based courses of this institution. Women awareness programme and celebration of Women's day by inviting eminent women personalities from various fields are made for the development of the enrichment of women empowerment, which is one of the important missions of our institution. Various Non-Governmental Organisations have visited this college relating to global awareness about the environment. Various committees have been framed to have check on abusement and sexual harassment with respect to gender safety.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

The college has framed Career Guidance and Placement Cell in its campus and this cell organizes various programmes regularly to educate them for employment with the opportunities available in the market. The final year students of the college are concentrated upon and counseled by the Placement cell. They are oriented towards job opportunities. Better career options are brought to the face of the students and they are motivated to be fit in for higher education or employment either by themselves or through the institution. The NSS wing of the college involves the students in the community development activities and inculcates Socio-Economic importance. The institution does not offer any value added courses, but has proposal to conduct community development courses which may take place in the further development of the college.

Moral and Ethical Values:

The core Vision and Mission of the college itself depicts the moral and ethical values through education. The college is maximum filled by the rural students with poor economic background and so the values of life are inculcated for their better survival. The college has NCC Naval wing, which consists of a senior division of boy and girl cadets involving them to learn the moral values and disciplinary code of attitude which in turn extends to an understanding of the ethical values of life through education. Simultaneously, apart from the values taught in the classroom, the NSS team of the college regularly creates/ develops awareness of ethical code and moral values. Various programmes through NSS are conducted for their self development in the society.

Employable and Life skills:

The college comprises of rural students at large who lack in good communication skills, which is a vital factor for any job opportunities. In order to encourage the students to develop the skill, various programmes like essay writing, elocution etc. are organized by the college. Students are also instructed in the classroom to know about the various activities such as competitions, cultural programmes, seminars, workshops etc. and are motivated to have a participation in all these to know about the required abilities and skills needed for their career involvement and development.

Better career options:

All the Departments in the college are permitted to make use of the computer laboratory for skill development and better operation in the learning process. Internet options are made available to the students for their updates and development. The prospects of employability are quoted during the lecture hours with specified advertisement for career development. Students are always motivated, directed, organized, communicated and controlled for their better options.

Community Orientation:

Awareness programmes towards the community development were conducted through the college NSS programmes. Students are always directed to the social, economic, moral and ethical principles to have a disciplined life, which is insisted in the mission as one of the objectives of the college.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

The Heads of the Departments are always advised by the college to have feedback from the students formally and informally. Feedback from Alumni and parents are also invited during the time of interface talk. The college has the Advisory Committee which comprises of the Secretary to Education, Government of Puducherry, Member Secretary, PONSHE and two university nominees. Suggestions received from them during the committee sessions are incorporated in the college administration for the enrichment of curriculum.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

The institution attempts at a continuous monitoring and evaluating of the quality, by assessing the progressiveness of the students in their curriculum. The Advisory Committee of the college meets often with issues relating to the enrichment of the various programmes carried out in the college. The time to time meeting with the Principal is made for the amendments of the enrichment programmes to the desired objectives. The institution attempts to foster global competencies among students contributing towards the National development. The value systems among the students promoting them to the use of technology

on par with excellence as the outcome ensures the quality of students through education by this college. The college applies education as a tool for empowerment of women and to develop them with various academic programmes and get them qualities' with excellence.

1.4 FEEDBACK SYSTEM

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

The curriculum aspects are not designed by the college on its own since the affiliating University designs the course curriculum and details through Board of Studies. A faculty invited to participate in the Board of Studies meeting contributes suggestions as a member, and as such, the syllabus and course curriculum is designed. Since the college is affiliated to Pondicherry University, the above system is adopted through a systematic mechanism by the affiliating Pondicherry University. The suggestion of the faculty members are incorporated / deleted by the Chairman in the Board of Studies, Pondicherry University. The faculty member of the college with respect to each course, nominated as the member of Board of Studies, will contribute ideas and views after consulting and discussing with the co-staff members and students in the classroom in framing the syllabi.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

Yes, the college adopts a feedback system at the classroom level and from sources like alumni, such feedbacks are considered with high care by the Department for improvements and changes to be made towards the enrichment of the curriculum. The feedback observed by the faculty members and the difficulties faced by the students are discussed in the Department and the same is placed before the Principal for suggestion. With a clear view of objective towards improvements/changes, this is communicated to the Academic Council of the affiliating Pondicherry University. Faculty suggestions are also invited for the enrichment of the curriculum for betterment in changes/adoption. The changes in

the curriculum if any, is done with care for the betterment of the students in the learning process for good learning outcomes. A time to time feedback analysis of various stakeholders and suggestions are worked out to create the functional style towards the development process of the institution. The suggestions placed are seriously viewed by the affiliating Pondicherry University and essential steps are attempted to incorporate in the Board of Studies for the curriculum enrichment.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?

The college started to function on its own during the year 2004 with two Under Graduate courses, B.Com. and B.Com. (Cooperative Management). Later, during the academic year 2010-11, three more courses viz., B.Sc.(Computer Science), B.C.A. and B.B.A. were added. It was observed by the Government that the total higher education aspirants rushed for admission either to the one men's college or to the one women's college that existed in Puducherry. Hence, the need for another college was realized. It is at this time that Rajiv Gandhi Arts and Science College was started in the rural sector of Puducherry. It was started for the benefit of students under the concept of **"Education to All."** Thus, the college came into existence and now functions with five Under Graduate courses. Immense opportunities are available for the development of this college with a number of courses in the near future. It is out from the reason that the college is provided with five more acres of vacant land for development which in turn would pave way for Post Graduate courses to be started in the college, in the coming future.

1.4.4 Any other relevant information regarding curricular aspects which the college would like to include: Nil.

Criterion-II: TEACHING - LEARNING AND EVALUATION

2.1 STUDENT ENROLMENT AND PROFILE

2.1.1 How does the college ensure publicity and transparency in the admission process?

Publicity:

The admission to the Government colleges and Government run society colleges of Puducherry is done through a centralised committee, “Centralised Admission Procedure for Arts and Science Courses (CAPASC)” from the year 2010. Admission notification is published in leading national, regional and local daily newspapers, scrolled in the media channels, displayed in the college notice board and college’s website: <http://www.rgasc.org>. The notification details contain necessary information about number and range of courses, eligibility and process of admission. The prospectus comprising of the academic, administrative information and fee structure pertaining to admission is made available to students. The college already stands unique by being the sole provider of courses like B.Com.(Cooperative Management) and B.B.A., and also offers a few professional courses like B.Com.(General), B.C.A. and B.Sc.(Computer Science). Since it is a rural based college offering Computer Science programs at large within the reachable area, the rural students are attracted much to take up the courses as an advantageous of avenue left aside.

Transparency:

As the college is a Government run institution, admissions are made transparent without any bias as per the norms laid by the affiliating university and mainly by the State Government. An overall merit list is prepared and displayed on the notice board at the CAPASC centre for reference to all applicants and the selection process is displayed on the LCD Projector at the time of counselling. The complete process of admission is transparently known to all applicants till the last seat is filled-up. Thus, a high degree of transparency is maintained from the stage of notification till the end of admission process.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution

The list of colleges, for the admission through CAPASC is listed below:-

1. **Bharathidasan Government College for Women** (Urban),
Autonomous, Accredited by NAAC with B Grade, Muthialpet,
Puducherry.
2. **Tagore Arts College** (Semi-Urban),
Accredited by NAAC with 'B' Grade, Lawspet, Puducherry.
3. **Indira Gandhi College of Arts and Science** (Semi-Urban),
Kathirkamam, Puducherry.
4. **Rajiv Gandhi Arts and Science College** (Rural),
Thavalakuppam, Puducherry.
5. **Perunthalaivar Kamarajar Arts College** (Rural),
Accredited by NAAC with B Grade, Kalitheerthalkuppam,
Puducherry.
6. **Kasthurba College for Women** (Semi-Urban),
Villianur, Puducherry.

The first two colleges are Government colleges and the other four colleges are Government of Puducherry Institutions under the society registration.

The Government of Puducherry has constituted a committee for admissions in the arts and science colleges that functions under the purview of State Government. The committee constituted is headed by the Secretary to Government (Education), Puducherry as Chairman, the Principal of Bharathidasan Government College for Women nominated as the Convenor of CAPASC, and the Principals of the other colleges as the members of CAPASC. A working committee consisting of Assistant/Associate Professors as members is working for the progressiveness of admission from day one to the end process of admission. The process of admission starts with the advertisement about CAPASC. Thereafter the issue of applications, guidance and counseling process take place.

All the applications when received are scrutinized and verified by the working committee members and it is ensured that the applications are duly filled in and correct.

Application for admission is also available online and can be submitted through online and the hard copy must be submitted before the closure of the due date.

All the applications received are compiled; a master roll is prepared and displayed as a general list at the CAPASC Centre for the applicants to check with. The whole process of making the general list to get displayed is made with duration of 10-15 days.

Admission Procedure:

- The candidate should not have completed 21 years of age as on 1st July of the year. However, age relaxation by 3 years is applicable to Physically Challenged/Scheduled Caste/Tribe. 5 years relaxable in the case of Nuns belonging to various religious congregations and Widows
- Application forms can be obtained from any one of the six colleges under CAPASC by paying Rs.100/- (for SC/ST Rs.50/-) in person or Rs.120/- (for SC/ST Rs.70) by post. Any correspondence should be addressed to The Convenor, CAPASC, Bharathidasan Government College for Women, Muthialpet, Puducherry – 605 003. The application forms can be submitted online through website: www.py.gov.in. The cost of online applications is made Rs.110/- (Rs.100/- towards application cost and Rs.10/- towards banking charges) and for SC/ST Rs.60/- (Rs.50/- towards application cost and Rs.10/- towards banking charges)
- The application forms completed in all respects with all necessary certificates (residence, nativity, community, declaration, etc.) should be submitted either in person or by post addressing to The Convenor, CAPASC within the last date announced.
- Application number should be written in all enclosure to get rid of verification misleads. Candidates applying for different courses in different colleges should send only one application. Multiple applications for the same college from the same candidate will summarily be rejected.

- The CAPASC will display a registration number and all particulars along with percentage of marks on the notice board as a master list/roll.
- The candidates are advised to refer the master roll for any clarifications.
- The candidates eligible for reservation are also eligible for admission under open merit or resident merit as the case may be.
- Ranking of candidates will be based on the method of normalization.
- Candidates for counselling will be called as per their order of merit. Intimation for counselling and schedule will be made through call letters/ website <http://bgcw.puducherry.gov.in/Notification> in local newspapers/ Phone/SMS.
- A non-refundable counselling fee of Rs.200/- (Rs.50/- for SC/ST candidates) will be collected from each candidate at the time of first counselling. The receipt must be produced for the subsequent counselling.
- The candidates who are provisionally selected should pay the minimum fees prescribed by the Government immediately after the selection.
- The enclosures in fulfilling the requirements made at the time of submission of the application are verified with originals at the time of counselling in order to avoid any malpractice.
- Admission to all courses is based on the merit, category of the candidate, and the availability of seats at the time of counselling. All admission made by CAPASC are 'Provisional' and are subject to approval by Pondicherry University.
- Candidates who have been offered admission to a particular college should report to the college with the **Provisional Admission Order** on or before the due date mentioned by CAPASC, failing which the candidate has to forego the right of admission.
- Illegal admissions if found, are subject to a lead of legal proceedings. Hence, the candidates are advised against indulging in such actions in their own interest.

Lateral Entry:

Candidates who possess a Diploma in the related subjects are eligible for lateral admission to the second year of the concerned courses viz., B.Com., B.C.A. and B.Sc.(Computer Science), subject to the availability of seats on merit up to 10% of the sanctioned strength in the course.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

The selection of students for various courses is made on a criterion i.e. a pass in the Higher Secondary Examination with a minimum of 35% marks and a maximum of 100% as per the directive of Government norms. The admission is based on the merit list of percentage prepared by CAPASC and it may vary with courses. Additional mark of 3% is added to the aggregate percentage of marks for participation in extracurricular activities such as NSS, NCC, Scout & Guides and the added percentage of marks will be arrived to a normalized percentage.

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?

As the admission is carried out by a centralized selection committee for all the Government Arts and Science Colleges in Puducherry region, the college holds no role to review the admission process.

However, the student's profile is examined carefully and a thorough study about the academic performance, co-curricular activities, achievements and other personal details are made. The profile is periodically analysed to distinguish and identify the students for the development of improvement. Weaker students are identified and special coaching is given to them to have a clear understanding of the subject. Students good in extra-curricular activities and sports are also identified and motivated. Such efforts have indeed shown a significant growth.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its students profiles demonstrate/reflect the National commitment to diversity and inclusion

The Government of Puducherry adopts reservation policy uniformly throughout the Union Territory of Puducherry in the educational institutions. Accordingly the CAPASC strictly adhere to the reservation policies and with the approval of the secretary to Government (Education) the publications are made by CAPASC in respect of reservations. Accordingly, the reservation category in terms of vertical and horizontal adopted by the Government is brought hereunder.

I. Vertical Reservation:

S. No.	Reservation Category	% of Reservation	Remarks
1.	Scheduled Caste (Origin)	16%	For residents of Puducherry Union Territory who produce the required certificate issued by an officer of the Revenue Department not below the rank of Deputy Tahsildar
2.	Most Backward Class – 18% Extremely Backward Class–2% Other Backward Class – 11% Backward Class Muslims – 2% Backward Tribe – 1 %	34%	For residents of Puducherry Union Territory who produce a certificate in support of their claim issued by an officer of the Revenue Department not below the rank of the Deputy Tahsildar
3.	Remaining (50%)	10%	To be filled purely on the basis of merit without reference to nativity/residence
		40%	Purely on the basis of merit from among the natives/ residents of the Union Territory of Puducherry

II. Horizontal Reservation:

S.No.	Reservation Category	% of Reservation	Remarks
1.	Physically Challenged	3%	For residents of Puducherry Union Territory suffering from not less than 40 percentage of any disability as certified by a competent authority
2.	Children/Grand Children of Freedom Fighters	4%	For residents of Puducherry Union Territory who produce the necessary certificate from the competent authority
3.	Ex-Servicemen and Widow/Ward of Ex-Servicemen/Deceased Defense Personnel	3%	For residents of Puducherry Union Territory who produce the necessary certificate from the competent authority
4.	Students who are excellent in sports	1%	As per the rules prescribed by the Sports Quota
5.	Students from Rural Schools in Puducherry/Karaikal regions (Applicable for colleges in urban areas)	15%	Applicable to students who had continuous study of 5 years immediately preceding and including the year of qualifying examination in the rural school. Rural schools are those situated within the jurisdiction of the Commune Panchayat
6.	Students from Rural Schools in Puducherry/Karaikal regions (Applicable for colleges in rural areas)	75%	-do-

Note: Horizontal reservation will become operational, only if the minimum numbers of seats earmarked for each of these categories are not filled up, under normal process of selection in any category.

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase/decrease and actions initiated for improvement

S. No.	Programme	No. of applications	No. of Students admitted														
			2010-11			2011-12			2012-13			2013-14			2014-15		
			M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
1.	B.Com.	Centralized admission system is followed by Govt.	20	19	39	21	19	40	23	17	40	25	15	40	21	18	39
2.	B.Com. (Coop. Mgt.)		22	17	39	27	13	40	23	17	40	21	17	38	19	18	37
3.	B.Sc. (Computer Science)		11	15	26	12	18	30	9	21	30	10	20	30	11	16	27
4.	B.C.A.		16	12	28	20	10	30	14	16	30	10	17	27	19	10	29
5.	B.B.A.		17	13	30	19	11	30	19	11	30	18	12	30	17	11	28

*M- Male; F- Female; T- Total.

Increase or decrease in intake cannot be made as it is mandatory since admission is carried out through centralized admission system. Increase in intake can be made in future with all further infrastructural development and with the approval of the affiliating university, Pondicherry University.

2.2 CATERING TO STUDENT DIVERSITY

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to Government policies in this regard?

The CAPASC strictly follows the reservation policy of 3% laid down by the Government to cater to the needs of differently-abled students. The college provides facilities as prescribed by the Government and the affiliating University. Accordingly, ramps to facilitate entry and exit from the buildings, a special toilet, and a wheel chair are provided to build up a strong mind for differently-abled. A special care is given to the differently-abled students in educating themselves to a better standard. Library assistance is made to their seat for reference. The NSS coordinator is made in-charge to take care of the movements of the differently-abled.

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

Yes. When students report to the college for admission with the Provisional Admission Order from CAPASC, all the details pertaining to the subject-wise percentage, background of the student, his financial ability and attitude etc., are all observed for assessment. At the time of commencement of degree programmes, the fresher's are all intimated to attend the college along with parents for orientation. Initially, the Principal, the Heads of the Departments, Placement Officer, NCC Officer, NSS Officer meet the students along with the parents/guardians, for awareness about the courses, practices followed by the college and the available opportunities of their respective field. A detailed speech as orientation is delivered by the Principal of the college regarding the prospects, discipline and decorum to be followed in the campus, parental care and attention to their wards is insisted by the staff to the parents.

After the orientation, the students are directed to step in to their Departments via classrooms. Here, the students are met by the Head of the Department along with the faculty members collectively. The students are briefed about the college, curriculum, course, university examinations, evaluations and opportunities. The students are advised to strictly maintain discipline and to avoid completely the ragging practice. A faculty is assigned In-charge to each class for facilitating and counselling the students for best practices. The problems faced by the students are analysed in a friendly manner and, thereby, adherence of solving is implemented in educating themselves. It was observed that the language (English) inability becomes a hindrance in the learning process of under graduation. This is analysed as a fact that most of the students admitted in this college are from rural and Tamil-medium schools. And so, high care is taken in strengthening them for the competitiveness.

2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

The students with learning difficulties are identified and measures are activated to avoid the lacuna in the learning process. For these, Bridge/Remedial/Add-on/Enrichment Courses are undertaken.

Bridge Course:

Weaker students are identified and special care is given by conducting a bridge course as a process of quick learning. Confidence is developed in the mind of students to overcome the inferior complex. A regular class is conducted to the students to bridge the gap of learning.

Remedial Course:

The drawbacks in learning by the students are identified and measures are implied to overcome the trouble experienced by the students. The arrear holders are advised and concentrated with additional classes in the respective subjects by the subject-specialists. Guidance and counselling are often given as a timely measure to tune their minds towards achievements. The students' interaction like group discussion is made to ease the quick learning and make them to learn. A continuous care and regular guidance is given in order to enable them to act upon the learning skills and to achieve competitiveness. Practical orientation courses are also imparted to learn effectively as a remedial measure.

Add-on Courses:

It was widely discussed in the General Body meeting by the Chairman, the Member Secretary and the Council of Members to go for add-on courses such as Certificate, Diploma and PG-Diploma courses relating to job-orientation. The scheme discussed is yet to get in process and may likely get operational at the earliest. The college has taken initiatives and invited students to attend certificate courses and special training programmes with respect to ICT, National Skill Development Corporation (NSDC) and Rajiv Gandhi National Institute of Youth Development (RGNYID). Students are facilitated with certificates for the courses undergone.

Enrichment Courses:

Special classes are arranged to get specialized in the areas of interest. Likewise, English language teachers conduct communication classes to develop the language skills. The Department of Computer Science often offers special sessions to inculcate advanced knowledge in the computer language. Students are always equipped whenever an orientation is needed and felt.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

The institution holds a tradition of imparting holistic education with emphasis on ethical and moral principles. Sensitization among staff and students with regard to gender, inclusion and environment is achieved by conducting various programmes. The NSS, NCC, RRC and Women's cell conduct various programmes to sensitize the students on social issues. NSS Volunteers, visited different neighbouring areas for the conduct of cleanliness drive and to create a social awareness among the local community. Through NSS, programmes like "Say No to Plastic Bags", "Save the Girl Child" and HIV Aids awareness programmes were conducted. The college has adopted an oath taking programme creating awareness on anti-terrorism, truth and non-violence, and Say-no-to-nuclear weapons. Being a co-educational institution, male and female students voluntarily, co-jointly participate in various activities. Celebration of women's day takes place regularly in order to bring about awareness among students with regard to practice of gender equality and women empowerment.

The institute has constituted a women's cell and anti-sexual harassment committee to maintain a healthy environment among the staff and students. For inculcating equality of gender among the students, the college has organized various lectures on female foeticide and legal aspects through human rights organization. All students are given equal opportunities in all activities and programmes conducted by the college.

The environmental awareness is shared and issues related are brought to the minds of the students for creating better environment. Drawing and essay competitions, Poster presentation etc., are conducted through various Government Departments and some of the private organizations to safeguard the environment and to live in green atmosphere.

Apart from all stated earlier, the college offers Environmental Studies as a compulsory subject as directed by the MHRD, where students are all enriched on awareness on environmental issues to protect nature for the future generation.

2.2.5 How does the institution identify and respond to special educational/ learning needs of advanced learners?

The quick learners are identified by the faculty members during the lectures, by means of getting feedbacks from the students orally. Students are subjected to various evaluations like instant class room responses to questions, written tests, marks obtained in each semester and assignments. On the basis of evaluation, the students are identified as slow and advanced learners. When identified, the learning skill is imparted inversely to make them get adapted to the new skill of learning methods. Extra care and pain are taken to support such students in the best possible manner. An interface arrangement with advanced learners is made for quick grasp. They are referred with additional time, advanced learning materials and assistance from teachers. The teachers are always accessible and approachable for the students and spend extra time in helping them with additional and personal interest.

Advanced learners are motivated for higher studies and add-on courses by giving them proper guidance. Support is extended on the preparation of the entrance examinations for their future career. It is to say that many of the students from the college have been admitted in Pondicherry University in the Departments of Commerce, Management, Computer Science, and Banking Technology and in other reputed institutions. The students get in touch with the teachers even after getting admitted in other institutions for higher studies. Further, guidance and support are also extended to such students to establish their career in the concerned field.

2.2.6 How does the institute collect, analyse and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

Students from economically weaker and disadvantaged sections of society, physically challenged and slow learners are all the identified maximum dropouts from the college. Most of the dropouts were analysed with a feedback of reasons for the discontinuation of studies and could analyse that understanding, conversing and writing in English becomes very difficult for them to cope up with the programmes. Many of the dropouts, when approached for Transfer Certificate indicating discontinuation are counselled and guided to the maximum possible extent in retaining them to grow with knowledge. The students who do not seem to cope up with the pace of learning are counselled by concerned faculty In-charge for assistance. The reasons for the backwardness in their education are identified from their parents and their living circumstances. Discrimination among the students community with their race, physical inability and mental challenges are all completely eradicated and conducive atmosphere is created irrespective of caste, creed, etc. All the students are exposed to peer group learning where both the slow and advanced learners are combined and a friendly environment is created to improve the communication and learning skills. A number of motivational lectures are organized to channelize their potentials in achieving success. The advanced learners are encouraged and motivated to participate in technical events organized by other colleges/ institutions. The college periodically conducts seminars, workshops and expert-talks to create awareness on the recent trends in the concerned disciplines.

Financial and economic backgrounds are also taken into consideration for the upliftment of the students' community. Scholarships and other financial aids are made available through Government for the continued educational career of the economically weaker, physically challenged, etc.

2.3 TEACHING – LEARNING PROCESS

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

The academic schedule is declared by the affiliating University and is to be followed by our college. The schedule will be published in the college calendar and college website at the time of beginning of every academic year. It provides the academic plan for the students and teachers. Teaching plan is prepared through time-table by each Department. The syllabus unit is discussed with the entire faculty in the Department for the distribution of the course work by the Head of the concerned Departments. Thereafter, a clear lesson plan is derived relating to the objectives to be achieved. A copy of the teaching plan by the individual faculty is submitted to the concerned Head of Department and the same is submitted to the Principal for reference. The language Department has internal assessment for students to be awarded based on performance and regularity. At the end of every semester, theory and practical examinations are conducted by the University as per the schedule laid earlier. Evaluation process is carried out immediately after University examination schedule. The institution ensures that all the activities concerning the University, academic and examinations are progressed in a planned way.

The college has taken several steps in planning and organizing the following activities:

Academic Calendar:

The Institution has its own academic calendar prepared at the beginning of each academic year. By preparing the calendar, the following is taken into consideration viz. the number of working days, teaching days and Government holidays. A student representation is also invited while preparing the institutional calendar. The institute runs only Undergraduate courses under the semester system. Calendar of events is prepared to the requirements of semester system. Once the Calendar of events is finished, it will be circulated to the notice of all staff members and students. It is also subject to revision if the University revises its own schedule.

Teaching Plan:

The Heads of the Departments in the institution are advised to follow systematically the teaching plan method. The Heads of the Departments also conduct Departmental meetings for the preparation of lesson plan to the subject taught by the faculty members, and the same are submitted to the Principal for reference. Teaching plan also includes teaching and evaluation, tests, assignments, discussion and skill development etc. All the activities will be carried out as per the lesson plan.

Evaluation Blue Print:

The teaching plan also includes the evaluation schedule. Evaluation is a constant process and is carried out to assess the performance of the students. Quick learners may easily be identified by this process. A continuous evaluation is done through the conduct of unit test, model examinations, assignments etc.

2.3.2 How does IQAC contribute to improve teaching – learning process?

IQAC plays a vital role for the standardization of any college. It involves its role in guiding, maintaining, monitoring and deriving the quality of all parameters to improvise the standard of the college. Our college is primarily with new avenue and new concept and has emerged recently. It does not play the role of IQAC making it to apply strongly, whereas, the committee has been formed and yet to go with progress.

The vision and mission of the institution is to improve the teaching and learning process in the long run to which the establishment of IQAC is essential to make concentration on the overall development of the college. Even though the committee has been formed, IQAC has to contribute with its merits of development in the near future.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

The college extends its full support to the teachers in equipping themselves for making the learning student-centric. Library is used to boost up with knowledge and to provide comprehensive latest information which is ultimately

used for the students in the teaching methods. Students are also encouraged to use the library emphasizing them to acquire knowledge. The college also encourages the use of Internet and computers by staff and students to keep them informed about the latest developments in their respective fields. Courses like orientation/ Refresher and workshops, seminars are permitted to staff to attend for gaining of knowledge, to make use of it to the skill and knowledge developments of the students.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

Leadership qualities are oriented through teaching to students. Students are motivated to have creative thoughts, scientific achievements and participation in various extra mural activities during the special occasions in the college. Scientific approach in our college is turned during the practical works in the computer laboratories. Students are nurtured to have varied exposure by making their self participation in group discussions, debates and seminars. Students are also organised to listen to the exploration views of new ideas by eminent professionals with their expert talk.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning – resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.,

Classroom teaching is facilitated with LCD projectors when required. Students are freely exposed during the practical sessions to understand about the teaching aids like LCD projector used by the faculty members. Internet facilities are enabled and are appropriately applied in teaching as well as other learning experiences. Open source software, Power Point Presentation, Audio Visual clippings and applet demo are all used by the Computer Science Department periodically in certain sessions. Visual resources from LPTL induce the students to gain immense subject knowledge by watching and following the lectures of IIT professors. Information from library is used at large for achieving a good academic record by students.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

The college arranges lectures and seminars by various experts on various issues that are dealt with. The students and faculty members are encouraged to participate and avail maximum possible benefits. For the updating of knowledge and skills, teachers are made to attend Refresher and Orientation courses. Educational tours are also organised for the benefits of the students to a good exposure to develop leadership attributes. Over the years the faculty members of our college are enthusiastically participating in various seminars and conferences and have the attitude of presenting research papers in national and international seminars organised by the various institutions organisations and universities.

2.3.7 Detail (process and the number of students/benefitted) on the academic, personal and psycho-social support and guidance services (professional counselling/mentoring/academic advise) provided to students?

The college has a system of appointing a class in-charge of all classes in all Departments. The In-charge is made to guide for academic and personal guidance, carefully monitors the regularity, activities and performance of the students, Career guidance and counselling is always attempted at various occasions in the classrooms by the faculty members. Various steps of actions for the speedy, needy recovery of the students in the academic performance are monitored by rendering personal advices in and out of class rooms. Friend, philosopher and guide method of technique is adopted by faculty members in making a mind transformation from the incidental behaviour to matured behaviour. This helps the slow learners to achieve a continuous improvement in their career.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

The faculty members strive to make the teaching-learning process resourcefully. They adopt methods such as brain storming sessions, group

discussions, seminars, Power point presentations, Field visits, Industrial visits, etc. The computer, internet and library resources are provided to the faculty members to keep themselves in pace with the recent trends. The Departments of the college periodically conduct seminars, workshops and expert-talks to enrich the students with the evolving trends. The institution motivates the faculty members to attend seminars, conferences, orientation programmes, refresher programmes, short term courses and other knowledge development events. The understanding level of students has increased significantly through such efforts. The interest towards the subject has become better than before through the use of such teaching skills. They are exposed to the recent industrial trends. An improvement in the personality, attitude and communication skill of the students has also been observed.

2.3.9 How are library resources used to augment the teaching-learning process?

The college has an equipped library that caters the needs for references to the subjects like Commerce, Cooperative Management, Business Administration, Computer Science and Applications. Apart from these, a large number of books are racked to the subject Tamil Literature and language, English Literature and language and reference books.

The book selection cum purchase committee comprises of the Principal as the Chairman, Librarian as the convenor and all the Heads of the Departments as members. Every academic year, a meeting is convened to discuss the demand/requirement of books by each Department. After a thorough examination of the requirement raised by the concerned Departments, the Principal allocates of funds for purchase of books.

A Book bank also exists for the sole use of the SC/ST candidates. It is normal that only two books at a time can be borrowed from the library for a period of two weeks and the same can be renewed for a period of two weeks. The books borrowed from the book bank can be retained by the students throughout the semester.

The funds allotted for the last three academic years and the books purchased discipline-wise are as follows:

Books	2011-12	2012-13	2013-14
Computer Science	171 Nos.	300 Nos.	62 Nos.
Statistics	91 Nos.	08 Nos.	154 Nos.
Economics	48 Nos.	15 Nos.	79 Nos.
Commerce	278 Nos.	53 Nos.	37 Nos.
Mathematics	5 Nos.	88 Nos.	69 Nos.
English	45 Nos.	5 Nos.	64 Nos.
Total	638 Nos.	469 Nos.	465 Nos.
Amount in Rs.	1,49,712/-	1,70,192/-	1,04,930/-

Magazine:

Readers Digest, Competition Success Review, India Today (English), India Today (Tamil), GK Refresher, Sports Star, Employment News.

Newspaper:

Business Line, The Hindu, Indian Express, Daily Malar (Tamil), Daily Thandhi (Tamil).

Journal:

Prabandhan: Indian Journal of Management

The library is also installed with a computer with internet facility for the students and faculty members to make use of the online resources. The library functions for eight hours a day from 9:30 A.M to 5:30 P.M for efficient utilization of library resources by the students.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If ‘yes’ elaborate on the challenges encountered and the institutional approaches to overcome these.

No. Till date, the college has not faced any difficulties in completing the syllabus during the odd semesters due to the availability of ample working days. However, during the even semesters, the college has to plan the teaching schedule in a more precise manner due to the fact that the number of working days is less

compared to that of odd semester. Also many other activities are celebrations like College Day, Fine Arts Day, Sports Day, Farewell Party celebrations take place during this short semester which results insufficient time for the completion of the syllabus. In such cases and in case of unexpected holidays due to inclement weather or strikes, the teachers complete the syllabus by handling extra classes after the college hours and on weekends/holidays.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

Monitoring and evaluation of teaching-learning process is a routine practice of the institution. IQAC plays a vital role in ensuring the quality of teaching-learning process. During the beginning of the academic year, the teaching plan to be followed for the semester is given to students. They are also informed of the class schedule prepared, by the concerned Heads of the Departments. To identify the students with learning difficulties, a class incharge is appointed for each class and monitors the progress. This class in-charge enriches the knowledge of advanced learners by giving them additional materials/notes/texts and extends remedial classes for slow learners and arrear holders. Measures have been taken by the concerned Departments to improve the quality of teaching and learning.

The progress of the students is evaluated through the conduct of regular unit tests after the completion of a unit and through model examinations at the end of the semester. The marks of the students and their overall performance are disclosed and the areas of difficulty are identified and remedial steps are taken. Since the first generation learners are admitted from the rural sector stands high in our college, the college makes an orientation about the course, curriculum and college at the time of entry by first year students along with their parents.

The Departments review the feedbacks received from the student and in consultation with the Principal, the outcome of the feedback analysis is informed to all the faculty members to understand their strengths and weakness and to use the same for their improvement and encouragement.

2.4 TEACHER QUALITY

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

Planning of human resource management is decided by the Government of Puducherry. The College functions under Pondicherry Society for Higher Education, Directorate of Higher and Technical Education, Government of Puducherry. The human resources are planned well at the college level pertaining to the availability of the workload. The Head of the Institution initially convenes a department-wise meeting for the workloads and the availability and requirements are ascertained and the same is placed in the General Body meeting before the Chairman. Examining the workloads submitted, the appropriate ascertainment of the requirements of human resource will be derived. Once the requirement for faculty members is identified, with eligibility criteria subject to the norms laid by the UGC, advertisement will be made in all leading newspapers and the Website. Since the college is run under the society act by the Government of Puducherry, the recruitment is made by the Government itself following the norms of UGC. The recruitment and retention of Human Resources stand with decision of the Government only. Norms subject to the interview process is done as what is followed in the UPSC. Accordingly, well qualified faculty members are recruited on par with UPSC selection and so, this envisages a quality education to the rural population at large.

THE COMPOSITION OF STAFF ON ROLL

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							9
D.Sc./D.Litt.							
Ph.D.					3	2	5
M.Phil.					1	3	4
PG							
Temporary teachers							19
Ph.D.					4	1	5
M.Phil.					7	7	14
PG							
Part-time teachers							
Ph.D.							
M.Phil.							
PG							

2.4.2 How does the institution cope with the growing demand/scarcity of qualified senior faculty to teach new programmes/modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

The Institution does not offer courses like Bio-technology, Bioinformatics etc. but explores itself in the field of Computer Application and Science since 2010. Due to shortage of funds by the Government and non-accreditation to the college, it could not expand with a wide number of courses. Presently, the college offers five UG courses and penetrates into the depth of knowledge in the courses offered. The faculty members have necessary qualifications as prescribed by the UGC and are all well-qualified too. Exactly to say, the college is ten years old and the faculty members are experienced to such extent. Scarcity in the faculty positions has not reached to any level creating a demand, whereas the recruitment process is made by the Government only and it does when the demand in the faculty positions arises. All the faculty members are allowed with due permission

to participate in international and national seminars, conferences workshops, etc. to procure abundant knowledge and get updated with it. Facilities like TA, DA are provided to faculty members for attending courses outside and services are provided to encourage the faculty members to have an equal usage of internet, library, etc. in developing the skills. Further, the residential allotment through Government is also provided when it is required.

Efforts made by the institution:

- The faculty members are motivated to pursue their research programme
- They are encouraged to participate in the ICT Training programme
- The Faculty members participate in seminars, conferences and workshops
- They also undertake Orientation, Refresher and short-term courses

Outcome:

- Students’ knowledge is enriched.
- Adequate faculty members have completed their Ph.D. Degree.
- Teaching-learning quality has increased.
- Usage of ICT tools for teaching has increased.
- Faculty members have presented papers in seminars, conferences and workshops.
- Many faculty members have also completed the Orientation/Refresher courses.

1.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teaching quality.

a. Nomination to Staff Development Programmes

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	5
HRD programmes	-
Orientation programmes	5
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer/Winter schools, workshops, etc.	1

b. Faculty Training Programmes organised by the institution to empower and enable the use of various tools and technology for improved teaching – learning.

❖ **Teaching learning methods/approaches:**

The Department of Information Technology, Government of Puducherry, organizes ICT Training Programmes for the faculty regularly and our college takes active participation in benefitting the knowledge and to get aware of the developments with the recent trends in technology. The Department trains the faculty members on the use of computers and internet to encourage the development in teaching methods. The college has ample licensed software, for effective teaching such as Visual Basic 6.0, Visual Studio 2008, MS-Office 2008, Oracle, SQL Server, etc. and other open source softwares such as Net Beans, eclipse, Notepad++, etc.

LCD Projectors used in the laboratory for presentations through visuals benefit the students at large. Apart from the above, the other Departments emphasize effective learning methods and approaches through the usage of Audio/Video/Visual resources.

❖ **Handling new curriculum:**

The college experiences its new curriculum designed and decided in the Board of Studies convened by the affiliating university. The college faculty, pertaining to each Department is one of the members of the Board of Studies contributing to the modification and implementation of curriculum once in three years. Later, the same is communicated to the Heads of the Department through the Principal of the college. This is the way syllabus is framed and curriculum designed. Thereafter, the Department will have a meeting of the Head of the Department and the members for the new devise to get started with and to handle the subjects efficiently and effectively.

❖ **Content/knowledge management:**

The institution organizes and promotes the faculty members to attend seminars, workshops, conferences and guest lecture series on various trends and topics. Students are also influenced to participate in group discussions, classroom seminars and various competitions.

❖ **Selection, development and use of enrichment materials:**

The institution insists the Departments for submission of their requirements and demands with regard to reference books, faculty requirement, stake-holder needs, magazines and journals and the requirement in the computer lab in order to enrich the teaching learning process.

❖ **Assessment:**

The practice generally adopted in the college with regard to assessment is based on the confidential report of the individual for their career development. Self-assessment report is maintained by all to plan for promotion and career advancement. The assessment for career development is made from the Confidential Report maintained by/in the Department/ institution and other benefits (includes financial) are framed on time to time basis as applicable. Academic indicator is assessed on the basis of the new guidelines by MHRD/UGC with relevant required points with regard to career advancement.

❖ **Cross Cutting Issues:**

Emerging trends and issues are concentrated with high level of importance and those issues are attended with immediate effect. As the college does not have funding facility from UGC and without accreditation, finds very difficult in availing and sponsoring for programmes on issues such as Environment education, Human values, ICT, Industrial change etc. The college has ample space in bringing up the programmes of cross cutting issues in the curriculum itself such as environmental issues etc. taught now in the curriculum as an important subject. The Faculty members of the college always have the opportunity to attend seminars, conferences, workshops, expert talks, etc. on the cross cutting issues to acquire the latest knowledge pertaining to the subject and get equipped and to further explore into the issues for further progress of upgradation.

❖ **Audio/Visual Aids/multimedia**

Our college is furnished with audio/visual aids to create interest in learning among students. The Computer Science Department is provided with these aids comprising of LCD Projector, Personal Computers, Digital kits etc. The Faculty members use these aids for an effective teaching and Internet facility is used for effective preparation for teaching. The college is provided with a multipurpose hall utilized for expert talks and audio/visual programmes.

❖ **Open Education Resources:**

The college adopts an Open Education Resources system, where the study materials, text books, licensed and open source softwares are used by faculty members and students to update themselves with the latest access to knowledge.

❖ **Teaching learning material development, selection and use:**

The college provides free internet access to faculty members. This is used as one of the sources to collect learning materials and updated information to have an effective teaching-learning concept. The college library is used at large by the faculty members for enhancing their knowledge. The college regularly motivates the faculty members to participate in the Faculty Development Programme, seminars, conferences, workshops, training programmes, etc. in order to carry out the teaching-learning development meritoriously.

2.4.4 What policies/systems are in place to recharge teachers? (Eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

The college extends its support to the faculty members for their professional development with the approval of PONSHE, Government of Puducherry. The faculty members of the college are encouraged to pursue M.Phil., Ph.D. and Post-Doctoral Degrees whenever the eligible candidates look for. The college availing permission through proper channel allows the faculty members to attend the Refresher/Orientation Course and specialized programmes like Conferences, Seminars and Training Programmes. The institution is duly developed and has not formulated any conferences or seminars subject to the paucity of funds. But some of the faculty members have the intention to conduct seminars and conferences. Our institution is an Under Graduate college and has not involved itself in research oriented courses, whereas, a few faculties in sum of the Departments are actively involved in research proposals with other universities.

2.4.5 Give the number of faculty who received awards/recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty: Nil.

2.4.6 Has the institution introduced evaluation of teachers by the students and external peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

An interaction by the Principal, the Convenor of IQAC and the Head of the Department with the students for feedbacks in general about the course and college. The feedbacks also focus on the presentation, communication, knowledge, innovative practices and laboratory work. Any discrepancies met out from the feedback are taken for consideration and are countered with high concern for improvement in teaching - learning process.

2.5 EVALUATION PROCESS AND REFORMS

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

Our college is affiliated to Pondicherry University, a central University in the Union Territory of Puducherry. It is also the affiliating university of our college which conducts the evaluation process of the stakeholders of the institution.

The University publishes the examination schedules and other details about the examinations in its website. The college has an examination cell which adheres to the university norms and makes students aware of the university examinations. The examination cell informs the schedule to the students through the concerned Heads of the Departments. The faculty In-charge of each classes of every Department reads out the instructions of examinations in the class rooms and the same is also displayed on the notice board of the college. Students are clearly made aware of the eligibility conditions required for exams as per the university norms. The Affiliating University has prescribed the attendance criteria for students to be fulfilled as eligibility criteria to appear for exams. The attendance for students prescribed by the affiliating university to this college is maintained as 75%. The students are also informed of the internal assessment for certain subjects. After the conduct of the university examinations by the college,

the answer scripts are packed, sealed and sent to the Controller of Examinations for central valuation. The stakeholders are well informed of the conduct of university examinations and the ways in which they should take up the examination. The model examination based on the University examination pattern helps the students in being evaluated in the college itself.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

As mentioned in 2.5.1, the college is affiliated to Pondicherry University, and does not have rights to adopt reforms on its own. The University is the sole authority for implementation of reforms with respect to evaluation. The reforms of this institution lies in the assessment of internal marks adopted as per the norms of university by providing equal weightage in terms of regularity, performances in internal tests and model examination.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

Own evaluation reforms does not exist as the college is affiliated to Pondicherry University.

2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

Though the affiliating university holds the right for implementation of reforms in evaluation, the college, to bring in a progressive measure, adopts both formative and summative assessment approaches to measure student's achievements. Formative approaches include evaluation outputs from the performances in the unit tests, seminars, class room responses and assignments. Assessments through these activities give a lot of information about the student's progress in their learning process. Such approaches help the faculty to identify the slow and advanced learners and provide them preparatory suggestions. The summative evaluation is done based on the performance in the model university examinations conducted at the college level. The marks secured by the students are displayed in the concerned Department's notice boards.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioural aspects, independent learning, communication skills etc.)

The college adopts a clear and transparent internal assessment system while giving weightages corresponding to all the activities carried out in the curriculum. Internal assessments are derived with the university norms and proportionately awarded to the criteria prescribed. Usually the college follows the criterion to be adopted in implementing the internal assessment system such as independent learning outcomes, ability of students, performance criteria, technical ability, communication proficiency, overall behavioral concept and a commitment towards learning. Division of award of internal marks is made on the direction / policies by the affiliating university and the distribution of the same is based on the criterion stated as weightages. Practical examination weightages segregated as project report and viva voce are awarded based on the performance and with the skillset stated earlier. Subjects such as Languages and Environmental Science are awarded with internal assessment transparently with norms laid by the university in the ratio 25% for internal and 75% for external assessment, and accordingly the weightages are carried out for the development of the students. The system of internal assessment ratio was adopted since 2010 for the subject English and Environmental Science. Later, from the year 2012 onwards, the second language and Environmental Science are the subjects considered for internal assessment by the affiliating university.

2.5.6 What are graduate attributes specified by the college/ affiliating university? How does the college ensure the attainment of these by the students?

The attributes inculcated and identified as an outcome from the students show the attainment made by the institution as an achievement. Some of the attributes identified by the college in the midst of the students are coded here. Excellence in academic sports and extracurricular/extramural activities are observed to rate the significant changes in the attributes. The institution uses the assessment and evaluation methods for the outcome of excellence with the students.

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

The students with grievances relating to the evaluation process are addressed by the college with immediate effect. The college Examination Cell responds to the clarifications sought by the student with matters like spelling mistakes, error in the marks, changes required in the mark statement, steps to be taken in providing the answer scripts when required and any other queries raised by the students. The representations from the students to the college Examination Cell are carefully examined and the subject matter is placed for discussion and action with the Principal of the college. With the clearance from the Principal, the cell attempts to send the grievances to the Controller of Examinations of the affiliating university for redressal. The college attempts to take all measures to sort out the grievances by the students at once. When the re-valuation necessity is identified from the grievances raised, the Principal of the college takes an immediate attempt in solving the issue by requesting the university authorities and the Examination Board for further evaluation process.

2.6 STUDENT PERFORMANCE AND LEARNING OUTCOMES

2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

Yes, the college assesses the effectiveness of the academic programmes relating to the pass percentage achieved by the students. This is taken as one of the major sources to clearly state the learning outcomes of the students from the teaching methods adopted by the faculties. Every semester, results are circulated among the staff to clearly view the standards achieved in their respective subjects such that the outcomes are measured in pass percentage. The learning perspectives are analysed through the result as outcome. With the increase/decrease in the outcome, the faculty members are advised by the Principal to make improvement and to develop efficiency with the teaching aids. The faculty members use the information collected through results to develop and improve the academic programmes towards the learning outcomes.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students' results/achievements (Programme/course-wise for last four years) and explain the differences if any and patterns of achievements across the programmes/courses offered.

Mostly the students of this college hail from rural area and are with poor economic background. So to monitor the students, special care and attention is made in bringing up them in learning process. In-charges are given responsibilities to monitor the performances and communicate the same not only to students, but also their parents.

Primarily, the students are monitored by the concerned faculty In-charge of each Department. Any learning difficulties experienced by the students are eliminated by guiding them. Further, after the declaration of the university results, the concerned faculty In-charges of respective batches collect and consolidate the results and the same is submitted to the Department Heads. The Heads of the Departments periodically analyse the increase/decrease in the learning outcomes. After a thorough analysis and discussions on the results, the concerned faculty In-charge advises the students by guiding and counselling for their better prospects. With the existing college's SMS system, periodical updates with regard to the student's academic performance and attendance are sent. The parents are also called for a meeting in person and informed of the student's academic performance and behaviour. A periodical discussion of the Heads of the Departments with the Principal is a routine process in monitoring and improving the learning outcomes of students. Responses, advises and opinions commonly arrived are implemented for the betterment of learning process. Alternative methodologies of teaching are suggested by the Heads of the Departments to the faculty to impart the subject knowledge in an efficient way. Every semester, the result analysis prepared by the individual Departments is submitted to the Principal for further plan of action.

Program-wise Result Analysis

S.No.	Name of the Programme	Results (Percentage)			
		2010-11	2011-12	2012-13	2013-14
1.	B.Com.	81.25	83.33	44.44	62.16
2.	B.Com. (Coop. Mgt.)	85.12	68.00	41.37	46.87
3.	B.B.A.	Not applicable as the course was introduced in the year 2010		88.88	73.90
4.	B.Sc. (Computer Science)			95.83	78.83
5.	B.C.A.			88.46	68.00

2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The college is committed in creating an environment where the students are supported to achieve in their potential and working towards creating an inclusive learning community. The institution functions in a well-planned structure as per the norms laid by UGC and the affiliating University. Accordingly, the college structures the lecturing hour and skills to be imparted within the plan period. The faculty members are involved in structuring this learning environment and schedule. All the students' attention are towards the course, curriculum, learning and assessment that prevails in the stream. Before the commencement of the University examination, a model examination based on the university examination pattern is conducted to have better learning outcomes. The students are encouraged to refer the reference books as a learning process periodically in order to enhance the vocabulary and enrich their knowledge, thereby improving their abilities and skills.

2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among the students etc.) of the courses offered?

The college shows its care towards socio-economic responsibility and accordingly the students are guided to the maximum possible extent about their future prospects. They are inculcated the importance of higher education in their career through career guidance counselling in the classrooms during the time of teaching. Most of the students in this college are from rural areas and first

generation learners. Hence, due care is taken in imparting to them various opportunities available for their future development and to make them to feel for those avenues to achieve. Students are encouraged to participate in social and community service for their humanitarian development. The courses of B.Com.(Co-operative Management) and B.B.A. designed for industrial exposure for a month's period paves the way as a motivation for them to aim for **Employment through education**. The importances of the role of Micro Small Medium Enterprises (MSME) for self-employment, entrepreneurial development of availability of quality jobs in the market are often counseled. The Placement Officer initiates to invite various companies' attention towards this rural college to show importance towards our students. Further, the students are sensitized on the social responsibilities through guest lectures and awareness programmes.

2.6.5 How does the institution collect and analyse data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

The college presently runs with five courses and periodically attempts at analyzing the learning outcomes under a semester pattern system. The possibility of participation in seminars, conferences and workshops are less in opportunities, whereas, the Department attempts on making the students give a talk on the subject that they learn and know. Interested volunteers are encouraged by the Department and this becomes one of the influencing factors that encourage the students. Further, model examinations are conducted for evaluation and assessment of students as a regular process.

The college has taken measures and advised the Department to overcome the barriers in the teaching-learning process. The following are some measures:

- The Departments provide reference materials to the students. Students are also provided with preparatory notes for submission of assignments.
- Grievances are attended immediately by the redressal committee and the Department concerned.
- Remedial classes are conducted to overcome the barriers during the regular class hours.
- Evaluation through model examination helps the students to make improvement in their learning outcome in the University examinations.

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

The students are monitored through a mechanism of compulsory attendance. Attendances are made compulsory for each lecture hour. This practice makes the student to be present for the class and mainly helps the students in their learning outcome. Laboratory hours are scheduled to accommodate practical sessions to all students and they are monitored well during the practical session as it also influences the students to learn enthusiastically. Slow learners are counselled and concentrated upon. Parents of the wards are counselled and briefed about the learning and disciplinary progress of their child for better monitoring. To enrich the students in learning, they are advised to take part in debates, quizzes, essay competitions, elocutions, etc., and a faculty placed in charge for such programmes guides the students for better prospects and achievements. This creates interest among the students and thus, develops their caliber.

2.6.7 Does the institution and individual teachers use assessment/evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes provide details on the process and cite a few examples. Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.

The college aims to inculcate the qualities of competence, confidence, self-development and excellence. Accordingly, the college considers the students as resource and they are the generations for making quality **India**. The college always aims for the better prospects of student's community and tries involving in creating a best product for the global market, and endows as a global citizen. All the departments of the college function to put their best for creativity and development. The faculty members attempt to make an impulse attribute of students towards social, economic, human concerns and environmental issues to be taken up as of sensitive to build them up for the nation. The college aspires our students as best brains of our nation as quoted by Dr. A.P.J. Abdul Kalam "The Best Brain of the Nation may be found on the Last Benches of the Class Room."

Criterion-III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 PROMOTION OF RESEARCH

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

No. Since the institution is offering only undergraduate courses, it is not recognized as a research centre. However, the faculty members who are recognized as guide and supervisors for M.Phil. and Ph.D. programmes. Around four faculty members of the different Departments have applied for recognition to guide Ph.D. Scholars.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

No. A Research committee may be formed in future when the college transforms into a Research and Post-Graduation centre.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects?

At present there are no research schemes/projects executed by this institute or any of the faculty members. But if any research scheme/project are executed in the near future by any faculty members, the following measures are available which will facilitate the smooth progress and implementation of the research.

- Autonomy to the Principal Investigator : Yes
- Timely Availability or Release of Resources : Yes
- Adequate Infrastructure and Human Resources : Yes
- Time-Off, Reduced Teaching Load, Special Leave etc. to Teachers : Yes
- Support in terms of Technology and Information Needs : Yes
- Facilitate Timely Auditing and Submission of Utilization Certificate to the Funding Authorities : Yes
- Any Other : Nil

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

Students are often encouraged and motivated to pursue higher education by the faculty members.

The college has two laboratories for Computer Science, namely, Computer lab and Digital lab. Students with potentiality or with learning/known attitude are encouraged to utilize the computer lab and internet for knowledge and improvement. Adequate softwares are also installed to transverse updated knowledge and skill.

Our college library provides reference books and a computer with internet facilities, which help the faculty and students to undertake academic related works.

The Departments are equipped with previous year students' project bank which is kept for reference to ongoing students.

In order to develop scientific temper and aptitude among the students are encouraged to participate in seminars and academic related activities organized by nearly institution.

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.).

Our college basically runs with Under Graduation courses only. Faculty members guide the students for execution and completion of projects in the final semester. The project work helps and induces the students to understand about the research activities.

The faculty members in this institution are very actively involved in research by presenting and publishing research papers, delivering guest lectures in other institutes, performing as rapporteur and chairperson for UGC sponsored national level seminars/workshops. Some faculty members have attended Research Methodology courses in various reputed research institutions and universities which may be helpful for the college when an expansion with Post-Graduation courses takes place. The keen interest shown by our members of the

faculty towards individual research is blatantly seen in the number of research articles published by them, and this is vividly given in the individual profile of each of the teaching staff of the institution in this report.

3.1.6 Give details of workshops/training programmes/sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

Apart from classroom lectures, the individual Departments organize Seminars on the subjects prescribed for the students to give them increased awareness. Valuable subject experts from different institutions and organizations are engaged to deliver their talk on the related topic embodied for the seminar. Some of the expert talks on various subjects are listed below:

Department of Cooperative Management:

- Workshop on Entrepreneurship Development
- Seminar on Entrepreneurial Motivation
- Seminar on Business Plan Preparation for Entrepreneurs
- Workshop on Interview Techniques
- Seminar on 97th Constitutional Amendment on Co-operatives
- Workshop on Financial Planning for Young Investors
- Workshop on Industrial Motivation for Entrepreneurship Development

Department of Commerce:

Two- days workshop from 15.03. 2012 to 16.03.2012 on

- i) How to Appear for Competitive Examinations
- ii) Yoga by the Disciples of Vethathiri Maharishi.

Department of Computer Science and Applications:

A National workshop was conducted by the Department of Computer Science on the topic “World to Artificial Intelligence” in March, 2013. The funding for the workshop was sponsored by the college through the SCP (Special Component Plan) fund.

Training Programme for Students:

The institution has provisions to sponsor students for courses/training programmes run by authorized outside agencies. This includes computer courses, IT Finishing School Scheme, career development skills, entrepreneurial development programmes, management development programmes, etc. The training programmes imparted during the academic year 2013-14 are as follows:

1. Each year 20 SC/ST students are sponsored for computer courses at TCIL-IT Computer Education and Training Centre (A Govt. of India Undertaking). During the academic year 2013-14, 21 students (as the budget was increased) were given the opportunity to avail the courses. Certificates are issued by the Ministry of Communication and Information Technology, New Delhi, and can be registered with the Employment Exchange. The courses offered are:
 - i. Diploma in Computer Hardware Maintenance (DCHM)
 - ii. Diploma in Networking Technology (DNT)
 - iii. Advanced Diploma in Graphic Design
 - iv. Certificates in Computer Application (CCA)
 - v. C and C++ and Visual Basic
 - vi. Diploma in Desktop Publishing
 - vii. Adobe Photoshop and Macromedia Flash
 - viii. 3D Studio Max
 - ix. Financial Accounting with Tally (CCFAT)
 - x. Certificate Course in MS Office (CCMS)
 - xi. Oracle 9i and C Programming

The Computer Science and Applications students avail the advanced courses stated above, while the Commerce and Business Administration students usually opt for Financial Accounting with Tally, MS office etc.

2. In the academic year 2013-14, 50 students were given opportunity to avail courses under the Entrepreneurship Development and Management Development Programmes. Certificates are issued by the Ministry of Micro, Small and Medium Enterprises (MSME), Government of India, New Delhi, which can be kept useful for creating employment and being self-employed. The programmes offered were:

- i) Industrial Motivation for Young Entrepreneurs for all the final year students.
 - ii) 10-day Entrepreneurship Development Programme for Scheduled Caste Students.
 - iii) 5-day Management Development Programme on Tally for the Student Community.
3. In the academic year 2013-14, around 51 students were given the opportunity to avail courses under IT Finishing School Scheme. At the end of the course, NASSCOM conducted online assessment test which is recognised as one of the important tests in the IT and ITESs sectors. Certificates are issued by the Directorate of Information Technology, Government of Puducherry, which can be kept useful for availing jobs in the IT and ITESs sectors. The courses offered were:
- i) 23-day Foundation Skills in Information Technology (ITFS)
 - ii) 23-day Global Business Foundation Skills (GBFS).

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

As previously mentioned, the institution does not offer any Post-Graduation courses and therefore, no prioritised research area is available in the institution. However, the faculty members are involved in various individual researches for their career development.

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

Even though the institution does not offer any research programme, the faculty members organize guest lectures to the students by researchers of eminence on various subjects for their overall awareness. This also indirectly encourages the faculty members to contribute to more research activities.

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus? : Nil

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness / advocating / transfer of relative findings of research of the institution and elsewhere to students and community (lab to land).

No such activity is carried out in the institution as there is no research for the undergraduate course. However, the staff members of all the Departments create awareness about the research fields and prospects if higher studies are opted.

3.2 RESOURCE MOBILIZATION FOR RESEARCH

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

Since the institution offers only undergraduate courses no fund is earmarked for research.

3.2.2. Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

No. So far there is no provision to provide seed money to the faculty for research.

3.2.3 What are the financial provisions made available to support student research projects by students?

There is no financial provision made available to student research projects since there is no research involved in the curriculum.

3.2.4 How does the various Departments/Units/Staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

Since there is no research work in any of the undergraduate courses offered by the institution, there are no interaction activities of inter-disciplinary research.

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

As the institution provides only undergraduate courses, there is no facility created for research. However, the available equipment is used optimally. The Computer Science Department has two laboratories where the equipment in the laboratories is made available for extended use of the students and faculty members.

The institute has a library with good collection of reference books of all relevant subjects and disciplines and the institute has always been eager to expand the library and directs to purchase new edition of books every year.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

No. Since the institution presently offers no courses involving research it has not received any special grants or finances from the industry or other beneficiary agencies for developing research facility.

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organisations. Provide details of ongoing and completed projects and grants received during the last four years.

As yet, no faculty members has secured any research fund from funding agencies since the college has not received 12 (B) status, and the process is on to acquire the status, in order to avail and utilize the funds from MHRD, UGC etc. in the near future. The institution will extend all support for the same to all the faculties.

3.3 INFRASTRUCTURE FOR RESEARCH FACILITIES

3.3.1 What are the research facilities available to the students and research scholars within the campus?

Since the college presently does not offer any research Programme, there is no research scholar and no research facilities available for the students in the campus.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

As mentioned earlier, since the institution offers only undergraduate courses there is no facility for research created and therefore, no upgradation of research infrastructures.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If 'yes,' what are the instruments / facilities created during the last four years?

No. The institution has not received any special grants or finances from the industry or other beneficiary agencies for developing research facilities.

3.3.4 What are the research facilities made available to the students and research scholars outside the campus/other research laboratories?

The Institution does not offer any research programme and no such facilities are available.

3.3.5 Provide details on the library/information resource centre or any other facilities available specifically for the researchers?

Steps are taken for library automation which will facilitate the faculty members for their curricular and extensional activities.

3.3.6 What are the collaborative research facilities developed/created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

There are no collaborative research facilities developed in the college since there is no research work carried out by the students.

3.4 RESEARCH PUBLICATIONS AND AWARDS

3.4.1 Highlight the major research achievements of the staff and students in terms of

*** Patents obtained and filed (process and product):** Nil

*** Original research contributing to product improvement:** Nil

*** Research studies or surveys benefiting the community or improving the services**

All the findings and suggestions intricated by the faculty members in their research papers benefit the community directly or indirectly.

*** Research inputs contributing to new initiatives and social development: Nil**

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If ‘yes’, indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

No. The institute does not publish or partner in publication of research journal(s).

3.4.3 Give details of publications by the faculty and students:

*** Publication per faculty**

Sl. No.	Name	Department	No. of Publications in		
			Journals	Books / Chapters	Abstracts
1.	Dr. K. Balaji @ Mathimaran	Commerce	2	1	
2.	Ms. V. Jeevalakshmi	Commerce	4	2	
3.	Dr. P. Buvaneswari	Commerce	3	2	-
4.	Dr. P. Selvaraju	Cooperative Mgt.	12	4	-
5.	Ms. R. Krithiga	Computer Science	1	-	-
6.	Mr. P. Jayakumar	Business Administration	1	-	-
7.	Mrs. C. Vaigai	Business Administration	1	-	-
8.	Dr. M. Kanthan	Business Administration	8	2	-
9.	Dr. R.B. Vivekanandadasan	Tamil	1	-	-
10.	Dr. U. Gayathri Devi	English	9	13	1
11.	Dr. K. Sathiya	Maths	13	1	-
12.	Mrs. P. Moganasundary	Economics	-	5	1

*** Number of papers published by faculty and students in peer reviewed journals (national/international)**

- In National Journals : 29 Papers
- In International Journals : 26 Papers

*** Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host, etc.)**

- Monographs
- Chapter in Books
- Books Edited
- Books with ISBN/ISSN numbers with details of publishers
- Citation Index
- SNIP
- SJR
- Impact factor

The faculty members of our Institution have published in various national and international journals with varying impact factors. They have also contributed chapters in books and have published their own books with ISBN numbers. They have involved in editing of books also. A detailed report of all these information is furnished in Part – III of this report.

3.4.5 Provide details (if any) of

*** Research awards received by the faculty:** Nil

*** Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally:** Nil

3.5 CONSULTANCY

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

The institute has a placement cell which communicates from time to time with the companies for helping the students to find good jobs and this in turn is a service rendered to the industries which help them in their recruitment.

One month institutional training and project work for the final year student of B.Com.(Co-operative Management) and B.B.A. develops institute – industry interface which also help in job opportunity for the students.

**3.5.2 What is the stated policy of the institution to promote consultancy?
How is the available expertise advocated and publicized?**

There is no stated policy in the institution to promote consultancy.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The faculty members are permitted to share their expertise with other institutions by delivering guest lectures or seminars in their areas of interest.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years: Nil

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

As stated above, there is no revenue generation for the college from its consultancy services.

3.6 EXTENSION ACTIVITIES AND INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR)

3.6.1 How does the institution promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

The institution always has its concern in chartering the students to achieve a holistic learning and become a learned good citizen. To have a continuous, cordial inter-relationship with the neighborhood and community centers, the institution applies its plan during the commencement of I Year degree courses. During the time, the college invites the wards along with their Parents and neighborhood contributors for a gathering, to have an introductory subject starting with knowing one other. An elaborate talk is delivered about the college and courses, and their importance for the community and national development. The renowned people in the neighborhood areas often contribute their valuable time to the development of the college occasionally. Apart from the interpersonal relationship with neighborhood, the college promotes NCC and NSS wings to develop the ideology of eradication of poverty and enhancing the learning concepts in the rural population by contributing their services towards awareness on various trends and issues.

Through NCC Naval wing of this institution, a village nearby to this institution viz., Thanampalayam was adopted since 2011. Services were rendered to this village by the NCC cadets creating awareness on various issues, pulse polio campaigns, program on keeping the environment clean etc. These were carried out extensively by the NCC cadets of this institution. The institute is conscious of its role in campus community connection, well-being of its neighborhood in the contemporary developments of all sections of the society. The institute has initiated a number of community development activities in and out of the campus to promote its service, extended to create a characterization of good citizen even with uneducated persons through moral values. Some of the connected activities with the community are placed below:

1. Involvement of faculty and students extending a helping-hand during the natural calamities like Thane Cyclone etc.
2. The building was made available as shelter during such type of natural calamities like flood, storm etc.
3. The playground in the campus is let out for the neighboring communities, encouraging them to involve in sporting activities for a healthy and personality living.
4. NSS and NCC camps are conducted in the college creating moral values in the midst of the rural population situated in and around the campus.
5. Disaster Management Department, Government of Puducherry has played a model in our institution for relief and safety measures to be adopted during natural hazards like Tsunami, floods, Cyclones etc.

3.6.2. What is the Institutional mechanism to track students' involvement in various social movements/activities which promotes citizenship roles?

There is overwhelming encouragement and motivation made by the institution in involving the students in various social activities. The NSS unit of the Institution has organized various activities to create awareness among the citizens in the rural population. Democratic rights are instigated through the NSS units of this institution relating one man, one vote policy of right by the Election Commission of India. "Your Voice Centre" operates in this institution and has organized a rally for the awareness of voter list, voter identity and voting rights. This type of activity has inculcated in the young minds, their citizenship role.

3.6.3. How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The institution is very much concerned with its stakeholders viz., students, staff, parents and alumni. The vision, mission and objectives of the college are engraved in the bulletin/college calendar issued to the students for their perception of the quality of this institution. The college website provides adequate information on the progressiveness of the college with its vision and mission to be achieved. All the developments, programmes and curriculum details are brought in the website in order to show the quality of function of this institution. The institution has made a prospective development with various committees appointed to function on its aspect assigned, to solicit the stakeholders' perception on the over-all performance of the quality of this institution.

The high regard of concern of the institution to its stakeholders is broadly viewed as under:

- 1. Staff:** Regular staff meetings are conducted to update about changes, developments and decisions made by the institution with regard to its progressiveness.
- 2. Students:** Students are the valuable assets of this institution and to satisfy their needs and demands, the college looks for their opinions, and a representative is nominated in each class to reconcile their requirements and problems. Students have complete freedom to approach the Head of the Department and the Principal of the Institution with their issues relatively to be sorted out.
- 3. Parents:** The Faculty, Head of the Department and Principal always have an access to interact with parents about their wards' academic performances and attendance. The interactions are made through direct personal conversation, through meetings, letters and phone calls. Parents' opinions are valued with high regard when it is found as a composite of nature for the development of this institution.
- 4. Alumni:** We have an Alumni Association headed by a faculty in charge to organize regular meetings and interactions with alumnus for their suggestions to the development of the institution.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

The institution has organized and is organizing constantly a number of extension and outreach programmes relating to academic, social, cultural activities etc. The NSS have conducted several programmes on various criteria. The Budgetary details showing the expenditure borne to carry out the programmes successfully, are listed under, year-wise through Central and State share.

Budgetary Details:

1. Central share – Rs. 7, 700/- State share – Rs. 5, 500/- – There should be a monthly activity.

S.No.	Academic Year	Amount in Rs.
1.	2009-10	13,200/-
2.	2010-11	13,200/-
3.	2011-12	22,500/-
4.	2012-13	22,500/-
5.	2013-14	22,500/-

2. Amount received for conducting Special camp – per year – 7 days – Rs. 22,500/- Central Share and State Share – Rs.9, 375/-

S.No	Academic Year	Amount in Rs.
1.	2009-10	-
2.	2010-11	13, 200/-
3.	2011-12	22, 500/-
4.	2012-13	22, 500/-
5.	2013-14	22, 500/-

The NCC Unit has made its remarkable stamp culminating a healthy mind built up through strenuous training of cadets. It is revealed well in achievements by shaping up the cadets to clear their 'B' and 'C' certificate examinations which create wide opportunities for development in their career.

List of major extension and outreach programmes is placed under, year-wise:

Academic Year 2011-12:

Sl. No.	Date of Event	Programme Details
1.	04.07.2011	General Orientation Programme for the NSS volunteers was conducted. In this programme, the action plan for that academic year was discussed.
2.	09.07.2011	A Rally on Blood Donation was taken out in and around Thavalakuppam village. Eighty NSS volunteers actively participated. Mr. Krishnamoorthy from the Red Ribbon Club inaugurated the function.
3.	11.07.2011	A General survey on literacy was conducted in Andiyarpalayam village which is situated near the Institution. Fifty students participated in this programme.
4.	13.08.2011	Mrs. S. Kavitha, Manager of the Bharathiar Gramma Bank situated in Thavalakuppam addressed the students. She educated them on how to undertake competitive examinations.
5.	21.07.2011	A Tree Plantation Programme was undertaken in the college campus. Fifty varieties of plants were procured through donation by an NGO.
6.	11.08.2011	A programme on "The Science of Magic" was organised by the NSS co-ordinator. Mr. Kannan Kandasamy was the demonstrator.
7.	10.09.2011	A motor cycle rally from Puducherry to Mahabalipuram, to propagate National Integration, was organised by the State NSS cell. Eight students took part in the rally. The rally was flagged off by the NSS State Liaison Officer Dr. E. M. Rajan.
8.	07.10.2011	A Blood Donation Awareness lecture was delivered by the NSS State Co-ordinator, Dr. S. Tamilmaran to the NSS students.
9.	12.10.2011 to 18.10.2011	A. Raja Rathinam of I B.Sc. Computer Science participated in the National Integration Camp at Raichur, Karnataka.
10.	24.10.2011	Advocate Cyril Mathias Vincent, Additional Government Pleader, delivered a lecture on the rights of students and legal services that are available to students.
11.	05.01.2012	The NSS volunteers undertook the arduous task of assisting the PWD in removing the trees that had fallen during the Thane Cyclone.
12.	21.01.2012	A Voters Awareness Programme was conducted by the NSS State Cell. Mr. S. Sridharan, Electoral Officer, addressed the NSS volunteers.
13.	19.05.2012 to 26.05.2012	A one week special camp was conducted in Thanampalayam village where different programmes on Diabetes Awareness, RTI Act, general health and hygiene and AIDS Awareness took place. Specialists on each of these subjects and fifty NSS volunteers along with the general public from the surrounding villages participated in this.

Academic Year 2012-13:

Sl. No.	Date of Event	Programme Details
1.	01.01.2013	An integrated Human Chain programme was organised by the State NSS Cell in which a good number of students participated. This programme was held in Bharathi Park, opposite the Governor's Bungalow.
2.	08.03.2013	Women's Day was celebrated by the NSS Units of the college in the college campus. The Principal of the College gave a talk on the need for women to be educated and the future job prospects that they can avail of.
3.	03.09.2013	The NSS students visited the gypsy colony and created awareness on general health. As a part of this programme they also cleaned the gypsy living area. This programme was conducted in collaboration with "Samugam Trust."

Academic Year 2013-14:

Sl. No.	Date of Event	Programme Details
1.	08.10.2013	An "Anti - Ragging Awareness Programme was held on campus for all the students. Police personnel from the villages of Thavalakuppam and Ariyankuppam, under the leadership of the Superintendent of Police (Rural), Shri. V. Deivasigamani conducted this programme. The college maintains a good relationship with the neighbouring police stations as their help is a vital requisite whenever there is local unrest that might reach the college and involve the students.
2.	21.10.2013	100 members of the NSS Units took out a rally at 3 p.m. to create awareness among the rural public of the villages of Thanampalayam, Andiarpalayam and Nallavadu on the need to register their names to obtain Voter Identity Cards. The inhabitants were also met and educated on their right to vote. A good number of rural women were also met and encouraged to vote. The students clarified doubts on the subject also.
3.	24.10.2013	A Rally on AIDS and Blood Donation Awareness was organised through the villages of Thavalakuppam, Thanampalayam, Andiarpalayam and Nallavadu. The NSS Programme Officer, along with the other staff of the college accompanied the students during the rally. The students met the people in person, spoke to them about HIV infections that cause AIDS and clarified the doubts that they had on these subjects. The students raised slogans, displayed and distributed pamphlets.
4.	25.10.2013	The NSS unit organised a rally on the occasion of the 150 th Birth Anniversary of Swami Vivekananda. The rally went through the villages of Thavalakuppam, Thanampalayam, Andiarpalayam and Nallavadu distributing pamphlets on the achievements and contributions of Swami Vivekananda. The rally went up to the Thavalakuppam junction where they joined other rallies that had congregated there to meet the chariot of Swami Vivekananda.

5.	06.11.2013	25 NSS volunteers undertook the cleaning of the sports ground for the State Kho-Kho Tournament 2013. Our college has the second largest sports ground in Puducherry, and therefore, the college grounds are used not just by the college students but by other college students as well after obtaining permission for its use. The grounds are also used by the local youngsters for games during the weekends. It is utilized, both in the mornings and in the evenings, by the local people who come to exercise or walk. Hence, though the cleaning was done for the Kho-kho tournament, this cleaning was also beneficial to the others who made use of the same.
6.	09.01.2014	The NSS Programme Officer organised a “Personality Assessment and Development Programme” for the final year students. The resource person was Mr. A. Saravana Kumaran. One of the main features of the programme was the Personality Analysis Test that he administered. This had as its objective, the self-realisation of the students of their own personalities which would help them discover their career potentials. This programme was also opened to the passed out students residing in the neighbouring villages. Four passed out students availed of this opportunity.

The Red Ribbon Club of our institution organizes blood donation camp and maintains blood donors’ volunteer list. Students are made aware of the importance of blood donation in saving the lives of persons. Many people approach the institution on their own, for a free donor, whenever the struggle for the need of blood donation arises. The NSS Programme Officer and the Coordinator of Red Ribbon Club constantly encourage the volunteer service to the communities as a privilege. Some of the activities organized by the Red Ribbon Club are listed below with budgetary detail:

Sl. No.	Date of the Event	Details of the Programme Conducted
1.	08.03.2010	A rally on blood donation and AIDS awareness was conducted by the college from Thanampalayam to Andiyarpalayam, Thavalakuppam, Pooranankuppam and back to Thanampalayam villages. Mr. Krishnamoorthy, Deputy Director, Pondicherry AIDS Control Society inaugurated the rally.
2.	08.03.2010	A special lecture on “Blood Donation and AIDS Awareness” by Pramila Thamizhvanan, Principal – In-charge, Mother Teresa Institute of Paramedical Sciences took place.
3.	10.10.2011	Conducted a Blood Donation camp in the college premises. Rotarian Mr. Sivaramachandran, Chairman Rotaract Club inaugurated the camp. The Principal presided over the function. A team headed by Dr. Radhika from JIPMER, created awareness on blood donation. About 100 students registered their names and 70 students and five teachers donated blood.
4.	11.10.2012	An awareness lecture on Blood Donation and AIDS was delivered in the college premises by Mr. Sethuraman, Assistant Director (training), Pondicherry Aids Control Society

5.	11.10.2012	A Blood Donation Camp was conducted in the college premises. The Principal presided over the function. Dr. Rajesh Ramnath, Dr. Brinda, Dr. Gnanavel, Nurse Grace Mary from JIPMER created awareness on blood donation. About 150 students registered their names and 80 students and five teachers donated blood.
6.	28.10.2013	Dr. Pramila Thamizhvanan, Assistant Professor of Nursing, Mother Teresa Institute of Paramedical Sciences, delivered a lecture on AIDS and Blood Donation.
7.	25.10.2013	Conducted a rally insisting blood donation and AIDS awareness.

Red Ribbon Club (Budgetary Details) – Pondicherry Aids Control Society

S.No.	Academic Year	Amount in Rs.
1.	2009-10	3,000/-
2.	2010-11	5,000/-
3.	2011-12	5,000/-
4.	2012-13	4,000/-
5.	2013-14	4,000/-

3.6.5. How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/International agencies?

The institution actively invites the voluntary participation of students and faculty in extensional activities like NSS, NCC, RRC of this institution. There are two NSS units functioning in this institution mainly focusing on the community development activities. At the time of admission of the I Years into this institution, the freshers are briefed about the benefits and scopes of the extensional activities.

All the details pertaining to NSS, NCC and RRC are available in the college calendar/bulletin for the students.

3.6.6. Give detail on social surveys, research or extension work (If any) undertaking by college to ensure social justice and empower students from underprivileged and vulnerable sections of society?

The institute has attempted consciously to promote social justice and empowerment to the students of vulnerable sectors of the society by extending and

making them to know about the value of learning process. The college has envisaged various programmes and some of them are listed below:

Sl. No.	Date of Event	Programme Details
1.	09.07.2011	A Rally on Blood Donation was taken out in and around Thavalakuppam village. Eighty NSS volunteers actively participated.
2.	11.07.2011	A General survey on literacy was conducted in Andiyarpalayam village which is situated near our college. Fifty students participated in this programme.
3.	03.09.2013	The NSS students visited the gypsy colony and created awareness on general health. As a part of this programme they also cleaned the gypsy living area.
4.	10.09.2011	A Motor Cycle rally from Pondicherry to Mahabalipuram, to propagate National Integration, was organised by the State NSS cell. Eight students took part in the rally. The rally was flagged off by the NSS State Liaison Officer Dr. E. M. Rajan.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they implement student's academic learning experience and specify the values and skills inculcated.

Extension activities relating to the objectives of this institution are conducted often through NCC, NSS, RRC and others. These activities imbibe academic learning experience, values and skills to both students and faculty members. The extensional activities aim at reflecting the outlook with contemporary developments without giving up moral values. Extensional activities conducted by this institution are to provide awareness, knowledge, and quality based education and to learn moral values compensating and matching to the development of technology. The extensional activities are focused reflecting the development in leadership style and quality attributes with a professional touch to meet out the challenges left aside to the younger genders in the future.

Outcome: The students and faculty members involve with active participation in extensional activities focusing on various socially relevant activities. This has paved way to outcome of emotional attachment, sincerity, faithfulness, patriotism etc., making them to have a feel of all in their minds, ensuring themselves as good citizens of our country.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourages community participation in its activities?

The institution always attempts at a community reach by making them contribute their valuable suggestions and companionship to the development of the institution and community networking with it. The local villagers are informed well of the extensional activities carried out by the institution through NSS volunteers. Participation of local villagers is witnessed during the time of tree plantation. The institute has perceived its device towards various awareness programmes such as environment protection, consumer protection and awareness, HIV and Health awareness, Anti – Drug Awareness etc. Timely consultation and participation is invited with the communities to extend their support and suggestions for the improvement of the college and society.

3.6.9 Give details on the constructive relationship forged (if any) with other institutions of the locality for working on the various outreach and extension activities?

The institution has strong bounded relationship with other institutions in the nearby area. The NSS and NCC Units coordinate the various activities with these relationships and excel the institution to success through outreach and extensional activities carried upon. The institution so far has maintained a rapport for assistance and awareness programmes from various institutions and organizations like Primary Health Center, Village Panchayat, Police Personnel, NGOs and other institutions for its successive growth.

3.6.10 Give details of awards received by the institution for extension activities and contribution to the social/community development during the last four years.

- The institution received the ‘Best Institute - (Champion)’ Trophy in the Golden Jubilee Year celebration of Puducherry NCC Group on 14th May 2014, for best performance of the NCC Naval wing of the institutions.

- The NCC Caretaker Mrs. P. Mogana Soundary received ‘Best Emerging ANO’ Award in the Golden Jubilee year celebration of Puducherry NCC Group on 14th May 2014 for her best performance as NCC Officer.

3.7 COLLABORATION

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

No collaborative research work was carried out by the institution till date since the college currently runs with undergraduate courses only.

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

No such MOU has been signed by the Institution so far.

3.7.3 Give details(if any) on the industry-institution-community interactions that have contributed to the establishment/creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories/library/new technology/placement services etc.

The institution has witnessed varied eminent personalities and institutions contributing to the better academic excellence. Some of the constitutionally democratic dignitaries like Members of the Parliament, Ministers, and Members of the Legislative Assembly and a few officials of various administrative positions, Academicians and Dignitaries have made their guest presence to this institution on various occasions for the variety of development of this Institution. Thiru. V. Narayanasamy, the Honorable Member of Parliament, during his tenure 2011-15 has extended to give a multipurpose Hall and computer systems as infrastructural facilities to this institution.

The placement cell of this institution plays a vital role in contributing to the future career of students. The various visits by eminent persons from different fields have made the institution to function on its merit towards quality.

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

The institution has not witnessed any national or international seminars or conferences so far.

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated

The institution has made its establishment with five Under Graduate courses for quite a long and yet, research activities have not been undertaken as a part in the curriculum. Due to the above reason, the institution has not made any agreement by signing Memorandum of Understanding (MoU) or formal agreements. However, the institution has involved in creation of linkages for the facilities to be availed for.

The Puducherry e-Governance Society, Department of Information Technology, Government of Puducherry and the ICT Academy of Puducherry have been extending professional development activities for the staff members of this college through the conduct of Faculty Development Programmes, e-Literacy Programmes, etc.

The Department of Cooperative Management has got an order from the Office of the Registrar of Cooperative Societies, Government of Puducherry, in connection with permission to visit cooperative institutions to undertake internship and on-the-job training for final year students every year.

The Puducherry e-Governance Society, Department of Information Technology, Government of Puducherry and ICT Academy of Puducherry has been extending placement activities for the students of this college through conduct of Employability Skill Development Programmes and Placement Drives by inviting various multi-national companies to take part in such drives.

3.7.6. Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.

The institution offers a course specialized in the area of cooperative management where the link has been made by the Department of this institution through the letter addressing to the Registrar of Cooperatives, Government of Puducherry asking for permission for the students to visit various cooperative institutes and to undertake internship as their project work. An order from the office of the Registrar of Cooperatives was issued to this Department, the Department of B.Com. Cooperative Management, permitting the students to have their footings to know the functioning of the cooperative sector in Puducherry. The order issued has created a linkage between this institution and the cooperative sector in Puducherry. Similarly, the Puducherry E-Governance Society and ICT Academy have also extended their linkage to this institution for various programmes related to E-Literacy, Employability Skill Development and Faculty Development Programme (FDP).

3.7.7. Any other relevant information regarding research, consultancy and Extension which the college would like to include: Nil.

Criterion-IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 PHYSICAL FACILITIES

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

In order to develop and enhance the infrastructure facilities for an effective teaching and learning process, the policy is envisaged according to the total students' strength in different streams. As the college is run by the Government of Puducherry, all the infrastructural facilities are exclusively provided by the Government itself. The college has stepped into progress in the recent years, and requires and expects a creative attention by the Government on its development. In order to facilitate the requirements to the Government, the college has constituted College Council consisting of Head of Departments, in which all relevant matters pertaining to infrastructure facilities are discussed and taken to the notice of PONSHE, Government of Puducherry. The college council meets often to discuss and ascertain the requirements for the college. And the same is forwarded to the higher authority in the Government for perusal and insisting necessary action.

4.1.2 Detail the facilities available for

a) **Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.**

b) **Extra-curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.**

The college has physical infrastructure facilities to support the teaching-learning process. The college is shaped in a rectangular design spread over **two** acres and with **five** acres of land left vacant for future development. The college has a separate computer block and a well-equipped computer lab functioning adjacently. B.Com., B.Com. (Cooperative Management) and Business Administration courses are run in a separate block. The college has a spacious

library with a quantum number of books and journals and internet facility for reference. The college has an outdoor sports ground for sports activities of students and staff.

The infrastructure in the college includes spacious classrooms, lighting and ventilation, seating arrangements with proper visibility for both students and faculty members. The college has a well maintained auditorium (multi-purpose hall) and a canteen through a self-employed villager. The students have opportunities in availing the hostel facilities which is run by the Social Welfare Department and Adi Dravidar welfare Department of Government of Puducherry. The students are always allowed to avail the hostel facilities. A well-furnished Residential Quarters is available for teaching and non-teaching staff through Government. The details of facilities established in this infrastructure are placed under:

(A) For Curricular and Co-curricular Activities:

- 1. Classrooms:** The institution has spacious classrooms where 50 students can be accommodated for Arts and 40 students for Science with proper light, ventilation, black-board and a shelf used as book rack.
- 2. Technology enabled Learning facility:** The institution has LCD projector, multimedia learning and internet access.
- 3. Seminar Halls:** The institution has a multi-purpose hall where all the programs regarding the extra-curricular activities are carried out.
- 4. Tutorial Rooms:** Classrooms are taken as tutorial rooms especially for B.Com. and B.Com. (Cooperative Management) to conduct special remedial classes after the college hours or during the weekend.
- 5. Laboratories:** The institution has a Computer lab and Digital micro-processor lab for conducting computer practical classes and university examinations.

6. **Botanical Garden/Animal House:** There is no separate garden. But a botanical garden is available in the city maintained by the Government of Puducherry. Separate Animal Room is not maintained due to non-availability of linked courses.
7. **Specialized facilities and equipment for teaching, learning and research:** The institution has a well-equipped computer laboratory with 50 computers to the student's ratio. The staff is given free access to internet to enrich their knowledge and this in turn benefits the students. The college has library with a quantum of books and journals for references.

4.1.2 (B) Extra – Curricular Activities:

1. **Sports:** The College has created a niche for itself in the field of sports. It has been participating in various inter University, University level and state level tournaments. In sports, our college provides indoor and outdoor games to the students.
2. **Outdoor Games:** A spacious two-acre-play ground is available for outdoor games and athletics, i.e., cricket, athletics, Kabaddi, Kho-kho etc. in the college campus. A good athletic track is furnished for good record.
3. **Indoor Games:** Facilities for sports like Badminton, table tennis, Chess, Carom etc, are provided to students in the college campus itself.
4. **Gymnasium:** our college has no Gymnasium room.
5. **Auditorium:** The College has a multi-purpose hall with a seating capacity of 150 students.
6. **NSS:** The College has two NSS units consisting of 100 student volunteers. Various socially relevant services are provided by these NSS students.

7. **NCC:** The College has one NCC Naval Unit. The students are enrolled every year for 'B' and 'C' Certificates.
8. **Cultural Activities:** The college Annual day and Cultural programmes are conducted in the college campus. An attempt for Guinness Record is on process by a teaching faculty, Ms. R. Krithiga, Assistant Professor of Computer Science, proficient in classical dance. The Guinness record is attempted in explicating and transferring Thirukural Couplet into classical dance.
9. **Yoga, Health and Hygiene:** Medical certificates are obtained through General Hospital facility and continuous monitoring is under taken by Primary Health Centres. The institution gives immense importance to yoga and many a times, students along with our neighbouring school students involve in yoga practice monitored by the NCC caretaker and the college Director of Physical Education.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed / augmented and the amount spent during the last four years (Enclose the Master plan of the Institution / Campus and indicate the existing physical infrastructure and the future planned expansions if any).

The institution has got sufficient infrastructure. The boys and girls' hostels are located nearby. Some of the works carried out during the last four years are:

- A new multipurpose hall was constructed from the fund of Member of Parliament MP(LAD) during the year 2013-14
- 20 new computers were purchased through MP (LAD) fund during the year 2012-13.
- A new toilet was constructed in the year 2013-14.
- Renovation of rooms was made during the years 2011-12 and 12-13.
- Table Tennis board was purchased for developing the sports abilities of students.

All the works are carried out with the approval of the Government only. The Institution always stands for developing the infrastructure of the college. It constantly approaches the Government of Puducherry for various infrastructure developments.

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

The Institute ensures that the infrastructure facilities meet the requirements of the students with physical disabilities. It is ensured that they do not have any physical obstruction. The institution is committed to accommodate them on the ground-floor with front seating arrangement. Comfortable furniture is provided to them and an attendant is directed to help them during their movements of need. They are provided with ramp facility. Also the library is extended to them and their requests for particular books are provided to them without their entry into the library. The needs of the physically challenged students are fulfilled by the supporting staff and they are given extra attention during the college terminal examinations as well as the final examinations. They are helped by being provided with seats on the ground floor.

4.1.5 Give details on the residential facility and various provisions available within them:

- Hostel Facility – Accommodation available
- Recreational facilities, gymnasium, yoga center, etc.
- Computer facility including access to internet in hostel
- Facilities for medical emergencies
- Library facility in the hostels
- Internet and Wi-Fi facility
- Recreational facility-common room with audio-visual equipments
- Available residential facility for the staff and occupancy Constant supply of safe drinking water
- Security

Hostel Facility: The institution does not have a separate hostel facility but the facilities are provided commonly by the Government of Puducherry. The students

are advised to avail hostel facility through Social Welfare and Adi-Dravidar Welfare Departments of Government of Puducherry. The hostels are maintained as per the directions of the Government only for the benefit of the students.

Recreational Facilities: Lush-Green open space is available throughout the college campus. Games and Annual Day programmes are conducted every year for both students and staff, as a part of recreational programmes.

Computer facility including access to Internet in hostel: It is Government sponsored hostel and so the facilities are specific to the Government rules and regulations. Steps may be taken for implementing such facilities in such hostels.

Facilities for Medical Emergencies: The Government run Primary Health Centers and hospitals are available near to the college campus. The Primary Health Center is provided with a doctor and assistants for immediate care throughout the day. Emergency issues are all taken care with immediate look into those. The NSS Programme Officer of the college and a woman faculty are advised to look into the emergency health care issues.

Library: The Government sponsored hostel provides Library facilities within the Government rules and regulations.

Hygiene Factors: The hostel is provided with a constant supply of safe drinking water.

Security: Watchmen (Government employee) is available for proper security.

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

The college does not have a health centre on campus. However, there is a Primary Health Centre 1.2 kilometers away from the campus, which helps during urgent medical needs. For serious medical cases, the students are taken to the General Hospital, Puducherry.

Every year Rs.10/- is collected from the students as Student Medical Assistance Fund and remitted to the account of the “Member Treasurer, Union Territory of Puducherry Student Medical Fund”. Students, who suffer from certain diseases which need continuous treatment or who meet with accidents, can

avail this medical assistance. The college initiates medical awareness camps and check-ups general health of the students.

4.1.7 Give details of the Common Facilities available on the campus spaces for special units like IQAC, Grievance Redressal unit, Women’s Cell, Counseling and Career Guidance, Placement unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

The college has provision for common facilities in the campus. Various committees are formed to redress the situation that occurs differently both with students and staff. Grievance Redressal unit, Women’s Cell, Sexual Harassment Cell, Career Guidance and Placement unit, etc. are all under function on its progressiveness. More space is allotted for recreational activities and safe drinking water facility (RO installed). The details of the facilities are brought here under:

Sl. No.	Unit	Staff in-charge	Department
1	Grievance Cell	Dr. R.B. Vivekanandadasan	Tamil
2	Women’s Cell	Ms. V. Jeevalakshmi	Commerce
3	Career Guidance and Placement Cell	Mr. K. Narayanan	Commerce
4	Health Care	NSS Programme Officer	Primary Health Centre
5	Canteen	Self-employed villager	Mobile Canteen
6	Auditorium / Multipurpose Hall	Principal	Second Floor
7	Recreational Club	Ms. R. Kirthiga	Computer Science
8	Safe drinking water facility	All the Heads of the Departments	2 RO facilities in two blocks
9	Photocopying Facility	Office-Staff	Office
10	Computer usage with Net Facility	Librarian	Library

4.2 LIBRARY AS A LEARNING RESOURCE

4.2.1 Does the Library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/ user friendly?

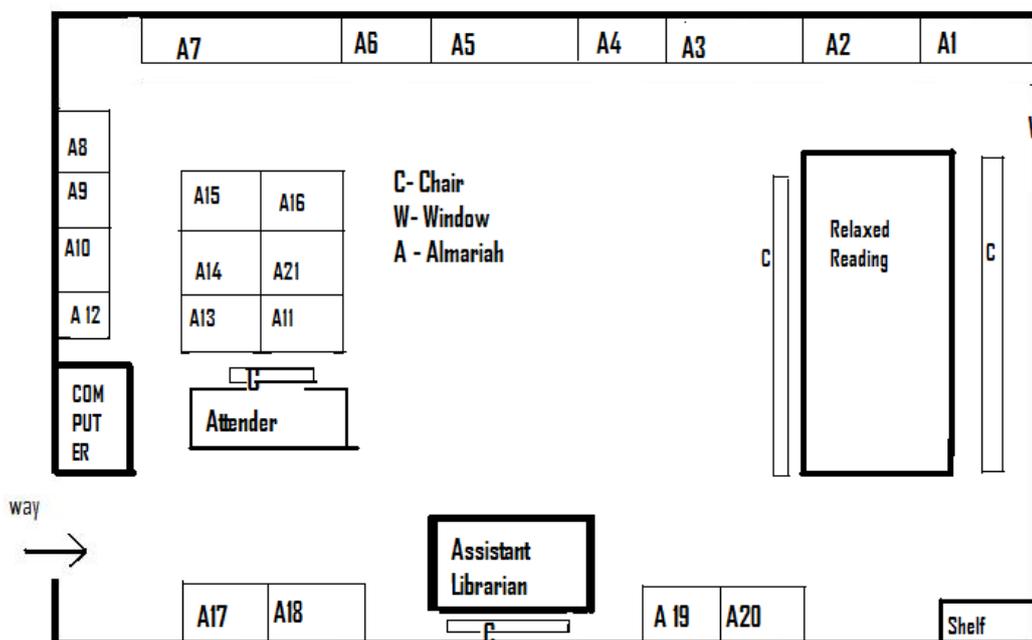
Yes. The library has an advisory committee consisting of the Principal as Chairman, all the HODs as members and Assistant Librarian as member coordinator. The committee trusted with interest initiates the procurement of latest, relevant books, and journals for students. The library in our college in its service to students is rendered user-friendly in utilizing the library as the best resource. The assistant librarian as the Head of the Library and its services shows much interest in rendering its services at the maximum to the faculty and students.

4.2.2 Provide details of the following:

- Total area of the library: 638 (in Sq. Mts.) i.e. 22 x 29
- Total Seating Capacity: 20
- Working hours (9.30 AM to 5.30 PM on all working days and on vacation).

Layout of the Library (individual reading, carrels, lounge area for browsing and relaxed reading, IT Zone for accessing e-resources)

LAYOUT OF THE LIBRARY



4.2.3 How does the Library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

The Institution insists every year for procurement of books relating to the current syllabus of various courses from all the departments. The lists submitted by all the departments are sanctioned and modified as per need and necessity by the library Advisory committee. The book lists finalized are sent to Pondicherry Society for Higher Education for approval, and then purchase of books is made from leading book vendors. The books purchased are made to the process of classification and they are put on display for the benefit of students and faculty.

Statement showing the Books purchased in last four years

Library loadings	2010-11		2011-12		2012-13		2013-14	
	Number	Total cost	Number	Total cost	Number	Total cost	Number	Total cost
Text books	638	1,49,712	459	1,54,890	-	-	229	54,061
Reference books	-	-	-	-	-	-	-	-
Book bank books	-	-	54	15,302	-	-	18	2,860
Journals/ Periodicals	8	-	8	3,276	8	1,656	8	-
Newspapers	5	-	5	-	5	30,434	7	-
Any other (specify)	-	-	-	-	-	-	-	-

**RAJIV GANDHI ARTS AND SCIENCE COLLEGE,
A STATISTICAL PROFILE**

Establishment	: 1995 (Started with Library Profession from June 2007)
Collection	: 3174
Magazines	: 8
Newspapers	: 7
Users	: Students: 495 Staff : 31
Services	: a) Circulation Services b) Reference Services c) Information Retrieval services through Internet d) Book Bank Services

Administrative Sections	: a) Acquisition Section b) Technical Section c) Circulation Section d) Periodical Section e) Binding Section f) Reference Section
Staff	: Assistant Librarian – 1 Attendant -1
Books Circulated	: 30 books per day

The amount spent on procuring New books

<u>Year</u>	<u>Amount spent (Rs)</u>	<u>No. of Books Procured</u>
2006-2007	24,790	245
2007-2008	47,714.50	305
2008-2009	-	-
2009-2010	-	-
2010-2011	1,49,712	638
2011-2012	1,70,192	513
2012-2013	-	-
2013-2014	56,921	247

Future Plans:

- Library automation.
- e-Learning access may be provided.
- Competitive examination oriented reading and guiding centre may be created.
- Computerization of Library operation and services.
- A new block may be built Wi-fi, Internet access in the library premises.
- Access through e-journals and books through N-list may be provided.

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- OPAC : Not available.
- Electronic Resource Management package : Nil.
for e-journals
- Federated searching tools to search articles : Not yet ready.
in multiple databases

- Library Website : Forms part of the college website.
- In-house/remote access to e-publications : Not yet made.
- Library automation : Yet to be made.
- Total number of computers for Public access: : 01
- Total number of printers for public access : 01
- Internet band width/speed : *2mbps
- Institutional Repository : Yet to be developed.
- Content management system for e-learning : A database yet to be created.
- Participation in Resource sharing networks/ consortia (like inflibnet) : Nil.

4.2.5 Provide details on the following items:

- Average number of walk-ins : 10,000
- Average number of books issued/returned : 500
- Ratio of library books to students' enrolled : 1:6
- Average number of books added during last three years : 50%
- Average number of login to pac (OPAC) : Yet to start this service.
- Average number of login to e-resources : Yet to create the file.
- Average number of e-resources downloaded/printed : Yet to create.
- Number of information literacy trainings organized : Informal orientation is made.
- **Details of “Weeding Out” of books and other materials:** Outdated and damaged books are identified and removed from the collection with the approval of the Library Advisory Committee.

4.2.6 Give details of the specialized services provided by the library

- Manuscripts : Nil
- Reference : Yes, the reference books are kept open to all students and faculties on all working hours.
- Reprography : Not available.
- ILL (Inter Library Loan Service) : Nil.
- Information deployment and notification.

With the approval of Principal, the internal circulars are sent to all departments to make notifications of the facilities and services provided in the library.

- Download : Online academic resources are allowed.
- Printing : Available.
- Reading list/Bibliography compilation: This is provided on specific request, if available.
- In-house/remote access to e-resources: Not available.
- User Orientation and awareness: This service is provided.

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college

Students are supported user friendly. Presently the library functions with one Assistant librarian and a supporting staff. This accommodation is made by the college routed by the Government with regard to the students strength and the number of books made available in the library. To extend support to the students and faculty the staff in the library pays a lot of attention in rendering the services on par with requirements of the students and faculty who visit the library. The librarian extends the utmost service to the students and faculty who in all aspects such as suggesting alternative titles, ready availability of books, time required to fulfill to need etc., when they make their visit to the library, the students are guided by the librarian with regard to competitive exams and provide all necessities in locating the reference books and reading materials on time. The assisting staff to the librarian renders all helps in maintaining the library of its use.

4.2.8 What are the special facilities offered by the library to the visually/ physically challenged persons? Give details.

Our institution facilitates required provisions in taking care of visually/ physically challenged persons. Ramps, wheel chairs and special toilets exist in our institution to impart a peaceful learning to such challenged students. The

faculty guide from the respective departments is exclusively nominated, if so such challenged person gets admission into our institution, to pay attention to them. Attendants are made available to attend such challenged persons for assistance. Physically challenged persons are given priority in all the library services with personal attention.

4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)

Oral personal discussion as a strategy is adopted to avail the feedback from the users of library. Improvisation thereafter based on the suggestions contributed is applied in the operating system of the library.

4.3 IT INFRASTRUCTURE

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

Number of computers with Configuration (provide actual number with exact configuration of each available system)

LAB - I (Main Lab)

- Equipment Details**

Items Available	Nos.
Server	01
Total no. of Working Systems	30
Printer	01
Projector	01
UPS	02
Air Conditioner	02
Chair	32
White Board	01

- **System Configuration**

Systems	No.	Model	Processor	Memory (RAM)	System Type	Hard Disk
HP (Server)	01	HP PROLIANT ML330 G6	Intel (R) Xeon (R) CPU E5606 @ 2.13 GHZ	4.00 GB	64-bit operating system	3 GB
HP (Windows 7)	11	HP PRO 3090	Intel(6) Core (TM) 2 Duo CPU E7500 @ 2.93 GHz 2.94 GHz	2 GB	32-bit operating system	500 GB
HP (Windows 7 Prof)	05	HP COMPAQ PRO 300MT 18.5 (Monitor)	Intel (R) Core (TM) I3-3220 CPU @ 3.30 GHz	2.00 GB	32-bit operating system	500 GB
HCL (LCD)	12	HCL PC (Windows 7)	Intel (R) Core (TM) Duo CPU E7500 @ 2.93 GHz 2.94 GHz	1.00 GB	32-bit operating system	160 GB
HCL (CRT) BG	02	HCL-PC	Intel (R) Core (TM)2 Duo CPU E7300 @ 2.66 GHz 2.67 GHz	1.00 GB	32-bit operating system	160 GB
UPS	02	10 KV 3 KV	-	-	-	-

LAB - II (Digital Lab)

- **Equipment Details**

Items Available	Nos.
Total No. of Systems Available	13
UPS	01
Chairs	30
White Board	01
Digital Trainer Kit	15
Micro Processor Trainer Kit	15

- **System Configuration**

Systems	No.	Model	Processor	Memory	System type	Hard Disk
HCL (CRT)	13	HCL-PC	Intel (R) Core (TM)2 Duo CPU E7300 @ 2.66 GHz 2.67 GHz	RAM: 1.00GB	32-bit Operating System	160 GB
UPS	01	5KV	-	-	-	-

- **Library**

Systems	No.	Model	Processor	Memory	System Type	Hard Disk
HCL (CRT) (Windows Vista)	01	HCL-PC	Intel(R) Core(TM)2 Duo CPU E7300 @ 2.66GHz 2.67GHz	(RAM): 1.00GB	32-bit Operating System	160 GB

- **Office**

Systems	No.	Model	Processor	Memory	System Type	Hard Disk
HP (Windows 7)	04	HP PRO 3090	Intel(6) Core(TM)2 Duo CPU E7500 @ 2.93GHz 2.94GHz	RAM: 2GB	32-bit Operating System	500 GB

- **Computer-student ratio 1:30**

Courses	No. of students
B.Sc.	30
B.C.A.	30
B.Com (Co-op. Mgt.)	40
B.Com.	40

- Stand alone facility : 42
- LAN Facility

Lab I and Lab II: D-Link 24 port switch.

- Licensed Software : Yes
- Number of nodes/computers with Internet facility : 2
- Any other

Projector

- Ben Q. MP 515
- Resolution: SVGA
- HP Laser Jet P1108

Printer

- Laser Printer-Mono, A4, 600*600dpi,
- 14 PPM, Printing Speed, USB Port

Internet Facility

1. Staff - 03 Systems.
2. Students -30 Systems.

Digital & Micro Processor Trainer Kit: 2:1

Year	Courses	No. of Students
I	B.Sc.	30
II	B.Sc.	30

S. No.	List of Software	Nos.
1.	Tally ERP9	01
2.	Windows Vista	17
3.	Windows 7	26
4.	Windows Server 2008 R2	01
5.	MS Office Home and Student 2010 Version-14.0.7.128.5000(32-bit).	10
6.	IBM SPSS Advanced Statistics TLP 5.0 I 22 Licensed -1	01
7.	IBM s/w Subscription and Support License Program-Education.	02
8.	Adobe-Design and Web Program CS6 6.0 MLP ADO License IE.	02
9.	Oracle-Oracle Database Standard Edition One-Oracle.	10
10.	Oracle Standard One Edition.	10
11.	Oracle Software update.	10
12.	Oracle support and Services	10

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

Internet facility our made available in the college for both faculty and students. The Principal office is also provided with internet for easy confidential access to/with the Government and University. Computer Science Department is also provided with the facility for availing software updation and online education. The Students are allowed to have free access with prior permission from the incharge faculty of the session. The student, faculty and the society are provided a free access to college website for information. www.rgarc.org about the campus in general and its progression.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The institution in the near future is optimistic as far as the infrastructural upgradation is concerned. The college intends to upgrade the PCs with latest configuration available in the market. This apart, the emphasis will be laid on the purchasing of new hardware. Non- working computer hardware components are used as models for demonstration in the classes. The Internet facility offered by BSNL will be extended to all the departments and this work is in progress. The facility includes intercom facility and intranet network which will connect the entire campus for effective integration among the Departments, library and administration.

Upgrading IT Infrastructure and associated facilities:

The following can be undertaken to improve the state of our laboratories:

1. Extension of Multimedia Lab
2. Roof Mounted Projectors
3. Upgrading of UPS
4. CCTV camera in lab
5. COP (Carrier Oriented Program)
6. Intercom

4.3.4 Provide details on the provision made in the annual budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

In this college, there is no special provision made for computers alone in the budget. But, the provision is made in the sub-head Materials and Supplies and Machineries and equipments. State Government funds are also used for the upgradation and purchase of new computers.

IT INFRASTRUCTURE BUDGET 2011-2012

Sl. No.	Purchased	Number	Amount in Rs.
1.	Microprocessor kit & Digital kit	08	76,440
2.	UPS 5KVA	08	82,210
3.	Student table	01	39,607
4.	TCIL-IT computer program Web page designed internet Adobe Photoshop, Tally	15	1,00,000
5.	Purchase of computer software I. MS office II. User III. Tally IV. M6 Win SVR	30 01 01 01	1,04,750
6.	LAN computer lab I. Cut 6 cable II. 24 port D-link switch III. Digital RJ45	200 mts 01 70	23,025
7.	Tonner of photocopies machine	01	8,510
Total			4,34,542

IT INFRASTRUCTURE BUDGET 2012-2013

Sl. No.	Purchase	Numbers	Amount in Rs.
1.	Purchase of computer and server		
	I. HP PRO 3090MT DK(WM 323PA)	14	
	II. HP COMPAQ LE1902X18.5(LL 574AA) LED Monitor	14	
	III. HP ML330 G6 server [637080-371]	01	
	IV. HP COMPQ LE 1902X18.5 (LL 574AA) LED Monitor	01	5,69,337
	V. HP 2GB 2R *8 PC3-10600R - 9 kit	01	
	VI. HP SPC P410/512 BBWC (462864-B21)	01	
	VII. HP 146 GB SA55 KRPM	01	
2.	HDD (384854-B21)		5,200
3.	Workshop (B.Sc., B.C.A)		2,60,832
4.	Student wooden desk and Armless chair		17,165
5.	Networking and system servicing charges		
6.	10 KVA UPS		1,45,773
Total			9,98,307

IT INFRASTRUCTURE BUDGET 2013-2014

Sl. No.	Purchase	Numbers	Amount in Rs.
1.	Micro processor kit - Digital kit	05	50,140
2.	Computer training class Advanced diploma in Graphics design - 20 Students	05	1,00,000
3.	Purchase of Computer and Printer - HP Printer	05	1,82,963
4.	Purchase of student table and student chair	03	1,76,055
Total			5,09,158

IT INFRASTRUCTURE BUDGET 2014-2015

Sl. No.	Purchase	Numbers	Amount in Rs.
1.	Purchase of Software I. Adobe II. Oracle III. SPSS	21 students	2,84,055
2.	Computer Class ICT Program (Short term course on Computer Education to SC students)		1,02,000
3.	ICT Program (Short term course on computer course for non-computer students)		Sponsored by the Government
Total			3,86,055

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer aided teaching/learning materials by its staff and students?

Computers are available for specific use in some departments' activities. The teachers liberally take help of the ICT resources to enrich their prescribed curriculum with the help of internet. The college has adequate computer facilities for its faculty. Also Multimedia projectors are available as and when requested by particular staff. Internet facility and library is thrown open to faculty members for learning materials.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching-learning resources, independent learning, ICT enabled class-rooms/learning spaces etc.) by the institution place the student at the center of teaching-learning process and render the role of a facilitator for the teacher.

The institution has always been placing the students at the center of the teaching learning process. The vision and mission of the institution have always been to provide holistic Knowledge to the students. Keeping the students' learning as the center of everything, the college understands that the teachers have to be reoriented from time to time. Use of technology has become very vital in imparting quality based education. The institution encourages the staff to undergo training on the computer-aided teaching and training. The computer Department

also organizes training sessions on the use of internet for learning resources. Well-equipped computer Labs, LCD and OHPs are available to the faculty for computer-aided teaching. The computer science faculty members are always available for any need assistance in the use of ICT.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

N-list of the INFLIBNET is provided in the library and the service will be available after the completion of the intranet which is under process

4.4 MAINTENANCE OF CAMPUS FACILITIES

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

a.	Building
b.	Furniture
c.	Equipment
d.	Computers
e.	Vehicles
f.	Any other

The institution is provided with adequate arrangements for maintenance and upkeep of the existing infrastructure. The budget allocated during the last four years corresponding to the item is briefed here under:

Sl. No.	Description	2011-12 in Rs.	2012-13 in Rs.	2013-14 in Rs.	2014-15 in Rs.	Total in Rs.
1	Building	13,34,58,000	-	-	-	13,34,58,000
2	Furniture	44,377	5,32,525	2,35,748	-	8,12,650
3	Equipment	2,34,435	2,51,966	50,140	-	5,36,541
4	Computers	1,04,750	5,86,502	1,82,963	2,84,055	11,58,270
5	Vehicles	-	-	-	-	-
6	Courses/Classes	1,15,000	33,600	1,15,000	1,02,000	3,65,600
7	Sports	-	74,121	6,620	76,530	1,57,271
8	Electrical Work	-	1,63,500	-	-	1,63,500
9	Repair Work	-	-	-	51,958	51,958
	Total	13,39,56,562	16,42,214	5,90,471	5,14,543	13,67,03,790

The college always attempts for maintenance and upkeep of facilities regularly. Imprest system is maintained for immediate meet out of the minimal expenditure and in case of high expenditure the college approaches the Government for funds.

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

The maintenance and improvement of the campus is routed through Pondicherry Society for Higher Education, Government of Puducherry to Public Works Department (PWD) and Electricity Department of Puducherry. The Principal on the basis of innovative plan places the proposal to the authorities for sanction of fund for development. Since the college is funded fully by the Government, the college has to approach only the Government for budget allocation and utilization for all infrastructure development and maintenance. Since the college is run by the Government through PONSHE, a periodical General Body Meeting is convened for the expenditure, requirements, needs and necessity. Thereafter, the budget will be allocated for optimal utilization of the fund. The Principal of the college is the Governing Body Member and represents all the issues relating to institutional mechanisms for maintenance and upkeep of the infrastructure facilities and equipment of the college.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

The college is in its progress to install many equipment/instruments to provide quality educational services to the on-coming generations. Often the working conditions of equipments/instruments and checked to ensure their proper functioning. The college has a Computer Science Department in which equipment/instrument are often meticulously checked by Lab technicians or by faculty.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water, etc.)?

The college offers five courses and is on the growing stage over the coming years. Initially, the college was started with two courses, B.Com. and B.Com.(Cooperative Management). During 2010-11, three more courses viz., B.Sc. Computer Science, B.C.A. and B.B.A. were added upon.

Earlier the college was started in the school campus building and later the building was converted to the college itself with five courses under operation. At present the college has 510 students and 33 staff members. UPS facility is made available in the computer lab to avoid voltage fluctuations. Municipal water, Bore-well (for the full campus-college and school), huge sump and overhead tank are provided in the college to have uninterrupted water supply. Two Reverse Osmosis(RO) are also installed for both students and staff for drinking purpose.

The uninterrupted water and electricity supplies are one of the most important characteristic features of the Union Territory of Puducherry. Efforts are taken for upkeep and maintenance of electricity and water facility as and when required.

Criterion-U: STUDENT SUPPORT AND PROGRESSION

5.1 STUDENT MENTORING SUPPORT

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Yes. Every year the institution publishes a prospectus and a well informative handbook. The Prospectus is issued at the time of seeking admission to the college. The informative hand book is issued to all students detailing about the college and related activities. The details of the prospectus are as under:

1. Important Information and instructions to the Candidates.
2. Courses offered and eligibility conditions.
3. Medium of instruction.
4. Reservation of seats.
5. Procedure for admission.
6. Fee structure.
7. Criteria for admission.
8. Definition of Puducherry Union Territory Resident

The details of the hand book are given below:

1. Profile of the student.
2. Vision and mission of the college.
3. Details of faculty members and non-teaching staff.
4. College rules and regulations.
5. Lab rules and regulations.
6. Details of various committees.
7. Titles of papers in each discipline.
8. Calendar for odd and even semesters.

5.1.2 Specify the type, number and amount of institutional scholarships/freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

The Scholarships that the students avail from the college are as follows:

1. Post Matric Scholarship for Scheduled Caste Students from Adi-Dravidar Welfare Department.

The Adi-Dravidar Welfare Department, Government of Puducherry is providing Post-Matric scholarship for the development of SC students undergoing higher education. Those students having continuous residence for the past five years and the annual income of their family not exceeding Rs.2.50 lakhs are eligible for this scholarship.

2. Post Matric Scholarship for Scheduled Caste Students from the Directorate of Adi-Dravidar and Tribal Welfare Department, Tamil Nadu.

The Adi-Dravidar and Tribal Welfare Department of Tamilnadu has implemented a Post-Matric scholarship scheme for the development of SC students undergoing higher education.

3. Post Matric Scholarship for Minority Students from Social Welfare Department

An amount of Rs. 1,850/- is sanctioned for minority students through Social Welfare Department. So far, only one student has received this scholarship.

4. Central Scheme of Scholarship for College and University Students from the Directorate of Higher and Technical Education.

The Department of Higher Education, MHRD offers Scholarship for the college and University students, and under this scheme, a student who is a resident of the Union Territory of Puducherry and who has secured more than 80% of mark in +2/equivalent examinations (central/state board) are eligible for availing the scholarship. Eligible students undergoing graduation programme is merited with an amount of Rs.1000/- per month for 10 months in a year.

PARTICULARS OF SCHOLARSHIP SCHEMES

S. No.	Name of the Scholarship	2010-11		2011-12		2012-13		2013-14	
		No. of students	Amount Rs.	No. of students	Amount Rs.	No. of students	Amount Rs.	No. of students	Amount Rs.
1	Post Matric Scholarship for Scheduled Caste Students from Adi-Dravidar Welfare Department.	31	88,211.00	29	1,21,654.00	56	2,16,289.00	76	3,09,587.00
2	Minority Scholarship from Social Welfare Department	-	-	-	-	1	1,805.00	-	-
3	Post Matric Scholarship for Scheduled Caste Students from Adi-Dravidar Welfare Department, Tamil Nadu.	-	-	4	19,220.00	4	21,620.00	5	26,425.00

5.1.3 What percentage of students receives financial assistance from State Government, Central Government and other National Agencies?

All the SC/ST Students in this college are eligible to receive the scholarship given by the Adi-Dravidar Welfare Department, Government of Puducherry. We have 16% of reservation for SC students in the Admission criteria and all 16% are eligible for scholarship.

5.1.4 What are the specific support services/facilities available for

- Students from SC/ST, OBC and economically weaker sections
- Students with physical disabilities
- Overseas Students
- Students to participate in various competitions/National and International
- Medical assistance to students: Health centre, Health insurance etc.
- Organizing coaching classes for competitive exams
- Skill development (spoken English, computer literacy, etc.,)
- Support for “slow learners”
- Exposures of students to other institution of higher learning/ corporate/ business house etc.
- Publication of student magazines
- Specific support services/facilities

A. Students from SC/ST, OBC and Economically Weaker Sections:

Our Institution provides books for SC/ST students through a Book Bank scheme that is under the control of the Library. The Institution also takes measures for conducting remedial classes for SC/ST students in order to improve their performances in the examinations. Various State and Central Government schemes are also available for these students. Reservations criteria are adopted as per the norms laid by the State Government and categorically divided with the share of percentage. The Reservation points allotted are listed below.

Categories	Available Reservation
SC/ST	16%
MBC	18%
EBC	2%
OBC	11%
BCM	2%
BT	1%

B. Students with Physical Disabilities:

Ramps and separate toilets are provided for Students with physical ailments. Till date, we had only two students (one boy and one girl) identified with physical disabilities. Special category of 3 % reservation is also provided for the students with physical disability for admission.

C. Overseas Students:

Our institution does not have any overseas students. Nevertheless, there is a provision for the French nationals to get admitted to any of the courses in our college provided they fulfill the eligibility criteria. They will be considered as being on par with residents on submission of the relevant certificate issued by the French consulate.

D. Students to Participate in Various Competitions / National and International:

The Faculty members encourage the students to participate in various competitions. They guide and motivate the students in the preparation process by providing the required materials for the said purpose. Faculty members are

nominated to accompany the participants. T.A. and D.A. facilities are also available for the students for such participation. Students participating in sports events are provided with sports uniforms and equipment at the collegiate and University level tournaments/competitions.

E. Medical Assistance to Students: Health Centre, Health Insurance etc.:

The college does not have a health centre on campus. However, there is a Primary Health Centre 1.2 kilometers away from our institution, which helps during urgent medical needs. For serious medical cases, the students are taken to the General Hospital, Puducherry.

Every year Rs. 10/- is collected from the students as Student Medical Assistance Fund and remitted to the account of the “Member Treasurer, Union Territory of Puducherry Student Medical Fund.” Students, who suffer from certain diseases which need continuous treatment or who have met with accidents, can avail this medical assistance.

F. Organizing Coaching Classes for Competitive Exams:

The College started its Placement Cell recently, and hence, except for a few one or two- day programme or training regarding ways of improving the skills of the students no other coaching classes for competitive exams was conducted.

G. Skill Development (Spoken English, Computer Literacy, etc.):

The institution has organized workshops on Career Guidance and Spoken English. For computer literacy, programmes like Web Page Design and Internet, Adobe Photo shop, Tally, Advanced Diploma in Graphic Design, Financial Accounting with Tally, Adobe Photoshop and Macromedia Flash, Diploma in Desktop Publishing, 3D Studio Max took place in the college. The amounts spend for conducts of these programmes are listed below:

Computer Courses:

Year	No. of students	Name of the programme	Cost in Rupees
2012	1	Web Page Design and Internet	1,00,000.00
2012	3	Adobe Photo shop	
2012	16	Tally	
2013	20	Advanced Diploma in Graphic Design	1,00,000.00
2014	14	Financial Accounting with Tally	1,02,000.00
2014	3	Adobe Photoshop and Macromedia Flash	
2014	3	Diploma in Desktop Publishing	
2014	1	3D Studio Max	

Spoken English:

Year	No. of students	Name of the Programme	Cost in Rupees
2012	76	Two day programme on Spoken English	11,400.00

Conduct of Workshop:

Year	Name of the programme	Cost in Rupees
2012	Workshop on Approaches for further Studies and Employability	7,950.00
2012	Workshop on Interview Techniques	3,500.00
2012	Demonstration on Yoga (Kayakalppam)	4,500.00
2012	Preparing to Face Competitive Examinations	1,000.00

H. Support for “Slow Learners”:

Remedial classes are periodically conducted after the college hours. Majority of the students enrolled in our Institution are from rural areas and have the regional language Tamil as their mother tongue. Hence, many of them have difficulty in coping up with their studies in English. Consequently, the various subject teachers identify students with learning problems, or such students approach their subject teachers themselves and represent their issues. The faculty then in consultation with the Head of the Department takes necessary steps for the students to handle their difficulties and clear the problems in the concerned subjects. Model Examinations are also conducted prior to the University examinations as a remedial measure to make the students familiar in their subjects. Students who fail to perform well in the exams are guided and counseled to excel themselves for better performance.

I. Exposure of Students to other Institution of Higher Learning/ Corporate/Business House etc.:

The final year students of B.Com.(Cooperative Management), B.Sc. (Computer Science), B.B.A. and B.C.A. are streamed a project work in the final semester under the guidance of the faculty allotted. The project work is carried out taking a corporate or some business houses as sample for exposures and experience.

Students are motivated to attend seminars and conferences, and to present papers. All students from III year B.Com.(2012 Batch) attended an International Conference at Villupuram, Tamil Nadu in which six of our students presented papers, and the same batch have attended a two-day workshop on Entrepreneurial Skill Development conducted by Kanchi Mamunivar Centre for Post Graduate Studies, Lawspet, Puducherry.

J. Publication of Student Magazine:

Our Institution extends its functioning to equip itself in all possible ways to improve towards quality. It propagates itself in bringing out the academic calendar and magazine every year. The Calendar is executed and is on process, whereas the magazine, a positive feature of the future plan is on progress, to be compulsorily published in the ensuing academic year.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

Nationally Accredited Training Institution i.e., MSME-DI, Chennai is invited by the Placement Cell to impart education on Entrepreneurial Development and Management Development Programme enabling the students to develop their skill towards job market and self employment.

Besides, the Placement cell has also organized workshops and seminars on industrial motivation for young entrepreneurs, Enterprise Resource Planning Application support to SMB in India, etc., to facilitate entrepreneur skill among the students.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

- Additional academic support, flexibility in examinations
- Special dietary requirements, sports uniform and materials
- Any other

❖ **Additional Academic Support, Flexibility in Examinations:**

Additional academic support is extended by the faculty members for the students engaged in sporting activities, NSS and NCC Camps. Students are advised to clear their doubts in subjects with their respective teachers to fill the gap of their absence.

Internal assessment forms a part of the examination process and the students participating in sports events/NSS/NCC activities are provided with an opportunity to exhibit themselves in the additionally conducted internal assessment process.

The University has instructed its affiliated colleges that 75% of attendance is mandatory to appear for semester examination. But the students who have lack of attendance due to Inter-collegiate/Inter-University sports participation or NSS, NCC Camps will be permitted to appear for the examinations by calculating the days of participation in above said programmes as regular attendance.

❖ **Special Dietary Requirements, Sports Uniform and Materials:**

The students who participate in programmes organized by NSS, NCC, RRC and Placement Cell are provided with snacks or lunch depending upon the duration of the programme.

The students are provided with sports uniform and sports equipment for uniformity and unity when they go for Inter-collegiate /Inter-University tournaments.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR-NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central / State services, Defense, Civil Services, etc.

Since our Institution has only Under Graduate programmes as main stream, it does not offer coaching classes for NET/SLET. However, the faculties of our college create awareness about the need for competitive examinations and guide them in their preparations also. Accordingly, as first generation learners and due to the necessity of income in the family, the students try to fit in themselves for some kind of jobs, and thus, some of the students during their study involve themselves in preparations for various competitive examinations and few students cleared the exams and joined services in the different Departments. The following students are selected for State Government job through competitive exams.

Name of the Student	Department	Name of the Post	Year of selection
Sathishkumar. I	B.Com. (C.M)	Police Constable	2012
Karunakaran.R	B.Com.	Police Constable	2012
Veerappan.K	B.Com.	Police Constable	2012
Divithrasan.P	B.Com.	Police Constable	2012
Selvakumar.G	B.C.A.	Police Constable	2012
Paavadai.A	B.Sc.(C.S)	Police Constable	2012
Ilanthamizh.R	B.Sc.(C.S)	Police Constable	2012
Danavendan.K	B.Com.	Clerk, Bharathiyar Gramma Bank, Puducherry	2012

5.1.8. What type of counseling services are made available to the Students (Academic, Personal, Career, Psycho-Social etc.)

The students of this Institution belong to the rural sector as well and are mostly the first generation learners. Hence, the college extends its counseling services through the faculty in-charge, wherever and whenever it becomes essential.

Since most of the students are from poor academic and financial background, they lack confidence. The staff in-charge of each class takes responsibility in counseling these students to develop their confidence and achieve in their lives.

The Principal and the faculty members render counseling services to the students who face difficulties at all levels of day to day operation.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If `yes`, detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes)

Yes, The Placement Cell is vested with the responsibility of organizing career guidance and placement drives for the students of our Institution. The number of career guidance programmes organized so far has been listed in “Criterion I”, and the following is the list of organizations that contacted our institution with regard to placements:

1. Cognizant Technology Solutions, Chennai.
2. Equinities Pvt. Limited, Chennai.
3. Integra Software Services Pvt. Ltd., Puducherry.
4. Indian Academy of Science and Management, Chennai.
5. Vruksha International School of Montessori, Puducherry.
6. St. Joseph of Cluny Hospital, Puducherry.
7. SaiKripa Hospital, Puducherry.
8. TVS Training and Services Pvt. Ltd., Chennai.
9. Wipro Technologies, Puducherry.

5.1.10 Does the institution have a student grievance redressal cell? If `yes` list (if any) the grievances reported and redressed during the last four years.

Yes. There is a Student’s Redressal cell which has been formed and is headed by a senior faculty and two other faculties as members. The cell redresses the grievances of the students at the earliest. A complaint / suggestion box is placed near the office room. Whatever suggestions or complaints received are collected and redressed once in a fortnight.

More class rooms were added with the construction of new blocks. The faculties met local MLA and MP and requested them to get the building grants released from the Government for constructing compound and other required facilities.

- R.O. Water system installed.
- Toilet facilities have been standardized.
- Vending machine has been provided in the girls’ toilet.

- Repairing and maintenance work done to establish a good sports ground.
- Compound wall with approach roads are extended.
- Bus facilities made available in the campus.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

The institution has constituted a Women Cell which is entrusted with the responsibility of resolving issues relating to the incidents of sexual harassment. For this purpose, a committee has been formed headed by Dr. U. Gayathri Devi, Asst. Professor of English and the following faculties are the members in the committee.

S.No.	Name of the staff	Department
1.	Mrs. P. Moganasoundary	Economics
2.	Ms. V. Jeevalakshmi	Commerce
3.	Dr. K. Sathiya	Mathematics
4.	Ms. R. Krithiga	Computer Science

There was no complaint recorded on sexual harassment so far from the inception of this college.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Yes. There is an anti-ragging committee vigilantly functioning under Mr. K. Narayanan, Asst. Professor of Commerce as Convener. The following are the faculty members of the committee:

S.No.	Name of the staff	Department
1.	Dr. P. Buvaneswari	Commerce
2.	Mrs. B. Balavinothini	Computer Science
3.	Mr. C. Chandrakasan	Commerce
4.	Dr. M. Kanthan	Business Administration
5.	Mrs. C. Vaigai	Business Administration

Till date, no ragging incidents occurred or identified or visualized in the campus.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

To promote the Literacy level of the rural population, 75% reservation on the basis of rural background is made available as criteria in the admission itself. The Government has introduced several schemes for the development of the rural backward students. Our institution has implemented all the schemes introduced by the Government for the best utilization of the students in promoting them in the education sector.

The schemes implemented in our college are listed below:

1. Scholarships:
 - Post Matric Scholarship for Scheduled Caste Students from Adi-Dravidar Welfare Department, Puducherry.
 - Minority Scholarship from Social Welfare Department, Puducherry.
 - Post Matric Scholarship for Scheduled Caste Students from Adi-Dravidar Welfare, Tamilnadu.
 - Central Scheme of Scholarship for College and University students from Directorate of Higher and Technical Education.
2. Free Education:
 - The tuition fee is fully waived by the Government.
3. Transportation to the college is exclusively made easy for the students by paying **a rupee** for boarding and landing whatever the distance may be.
4. Sports uniforms and equipment are made available for SC/ST students under the SCP scheme.
5. T.A. & D.A. are provided to students for participation in inter-collegiate.
6. Remedial classes are conducted in the evening hours for slow learners.

5.1.14 Does the institution have a registered Alumni Association? If ‘yes’, what are its activities and major contributions for institutional, academic and infrastructure development?

Yes. The institution has an Alumni Association. Since it was formed recently only, no notable activities took place. Efforts are being taken to contact the alumni of the institution and it is planned to conduct regular meetings and action oriented programmes with regard to it in the ensuing semester.

5.2 STUDENT PROGRESSION

5.2.1 Providing the percentage of the students progression to the higher education or employment (for the last four batches) highlight the trends observed.

The majority strength of the students is from poor economic background. Most of their parents are daily wagers/coolie, who expects their wards to support them financially. Despite this situation, many of our Students who have good academic records opt for higher education and this is listed Department wise below:

1. B.Com. (General)

Year of Passing	Pass Percentage	Percentage of Students opted for Higher Education	Percentage of Students opted for Employment
2011	81.25	10	10
2012	83.33	12.82	18
2013	44.44	14.28	2.85
2014	62.16	13.57	5.55

2. B.Com. (Cooperative Management)

Year of Passing	Pass Percentage	Percentage of Students opted for Higher Education	Percentage of Students opted for Employment
2011	85.12	30	70
2012	68.00	32	68
2013	41.37	35.5	65.5
2014	46.87	32.67	67.33

3. B.B.A.

Year of Passing	Pass Percentage	Percentage of Students opted for Higher Education	Percentage of Students opted for Employment
2011	NA	NA	NA
2012	NA	NA	NA
2013	88.88	29.62	48.14
2014	73.9	30.00	52.00

4. B.C.A.

Year of Passing	Pass Percentage	Percentage of Students opted for Higher Education	Percentage of Students opted for Employment
2011	NA	NA	NA
2012	NA	NA	NA
2013	88.46	50	50
2014	68.00	11.11	51.85

5. B.Sc. (Computer Science)

Year of Passing	Pass Percentage	Percentage of Students opted for Higher Education	Percentage of Students opted for Employment
2011	NA	NA	NA
2012	NA	NA	NA
2013	95.83	15.38	65.38
2014	78.83	8.00	56.00

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the University)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating University within the city/district. Course wise pass percentage for the last four years (May/June).

Department	Pass Percentage			
	2010-2011	2011-2012	2012-2013	2013-2014
B.Com.	81.25	83.33	44.44	62.16
B.Com. (Co-op. Mgnt.)	85.12	68.00	41.37	46.87
B.B.A.	NA	NA	88.88	73.90
B.C.A.	NA	NA	88.46	68.00
B.Sc.(C.S)	NA	NA	95.83	78.83

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

The students are regularly motivated and guided in their classes illustrating some examples thus creating interest by the teachers to go in for higher studies. Awareness programmes are organized for the students through NSS and Placement cell. Through Placement and NSS Cells, several career guidance programmes were also conducted for students to motivate them for employment.

5.2.4. Enumerate the special support provided to students who are at risk of failure and drop out?

A maximum number of students of this college hail from economically backward sections. So they have to meet out their expenses by doing some odd jobs after the college hours and during the week ends. Sometimes their house hold financial situation pushes them to work even during the working days of the college. Such students are identified by the faculty and they are advised to attend classes and thus avoid discontinuation of course.

On some occasions, due to severe illness, some students are not able to attend the class for a long period. Those students are identified and they are instructed to continue their studies in the next semester.

Slow learners are provided with counseling and are made to work hard. Continuous guidance and study oriented materials are provided to them to enhance their learning attitude and ignore the idea of discontinuing their studies because of the feeling of inability.

5.3 STUDENT PARTICIPATION AND ACTIVITIES

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and programme calendar.

Our students show interest in sporting activities. Immense sports materials are provided to them to develop their skills. After the college hours and during the weekend, the students make use of our college ground for extensive sports activities and matches.

The faculty members often motivate the students about cultural values. Cultural Day is celebrated in the campus with various events at the end of the even semester. The best performers in the cultural day will be given opportunity to perform in the college day function. The convenor of Fine Arts committee organizes various cultural programmes in the college and takes necessary measures for the students to participate in the events that take place at various centres.

The NSS Unit of this college comprising of 100 volunteers conducts a special camp every year. NSS and the NCC students perform cultural programmes in the camp. Added to this, various awareness and career guidance programmes are also conducted. The students and staff frequently go on a rally to create self awareness and among the public about anti-plastics, AIDS, benefits of Blood donation, Global warming, general health and so on. The Red Ribbon club of our college frequently organizes Blood donation camps and AIDS awareness programmes.

List of Achievements in Sports and Games are given below:

Sports Achievements 2011-12

Name of the Student	Class	Achievements	Place and Date of Participation
R. Gangadharan	III B.Com. (C.M.)	South-Zone Inter-University Cricket Tournament	Osmania University, Hyderabad from 09-12-2011 to 21-12-2011
P. Kalaiarasi	II B.Com.	South-Zone Inter-University Football Tournament	Annamalai University, Chidambaram from 12-01-2012 to 17-01-2012
I. Manikandan	II B.B.A.	All-India Inter-University Athletic Meet.	Rajiv Gandhi University of health Sciences, Bangalore from 17-12-2011 to 21-12-2011
I. Manikandan	II B.B.A.	Bagged II nd place in the 100 meters dash and long jump events in the Inter- Collegiate Tournament	Pondicherry University from 10 th to 11 th October 2011

❖ Our Institution organized Zonal Handball Inter-Collegiate Tournament in our college campus and prizes and medals were distributed to winners and runners.

❖ The college Hockey team bagged III prize in Hockey Tournament held at Pondicherry University on the eve of National Sports Day on 29th August, 2011.

Sports Achievements 2012-13

Name of the Student	Class	Achievements	Place and Date of Participation
K. Karthikeyan	II B.Com. (C.M.)	II nd place in the Inter-Collegiate Athletic meet in the event Tripple jump	Pondicherry University.
I. Manikandan	III B.B.A.	III rd place in the Inter-Collegiate Hockey Tournament	Pondicherry University.
I. Manikandan	III B.B.A.	Participated in All India Inter-University Athletic Meet	Kalyani University.
I. Manikandan	III B.B.A.	Bagged III rd place in 100 meters dash in the Inter-Collegiate Athletic Meet	Pondicherry University for the year 2012-2013
I. Manikandan	III B.B.A.	I st place in long jump in the Inter-Collegiate Athletic Meet	Pondicherry University for the year 2012-2013
I. Manikandan	III B.B.A.	I st place in Triple Jump in the Inter-Collegiate Athletic Meet	Pondicherry University for the year 2012-2013
I. Manikandan	III B.B.A.	III rd place in 4X100 meters Relay in the Inter-Collegiate Athletic meet	Pondicherry University for the year 2012-2013
I. Manikandan	III B.B.A.	I st place in 100 meters dash in the State Athletic Championship	Indira Gandhi sports complex Pondicherry University, for the year 2012
I. Manikandan	III B.B.A.	II nd place in Triple jump in the State Athletic Championship	Indira Gandhi sports complex Pondicherry University, for the year 2012

Sports Achievements 2013-14

Name of the Student	Class	Achievements	Place and Date of Participation
S. Madhivanan	II B.Com. (C.M.)	Selected to represent Pondicherry University for the South-Zone Inter-University Ball Badminton Tournament	Pondicherry University.
S. Arunkumar	II B.Com.	Represented Pondicherry University for the South – Zone, Inter – University Ball Badminton Tournament	Alagappa University, Karaikudi from 20-12-2013 to 24-12-2013
S. Karthikeyan	III B.Com.	Represented Pondicherry University for the South – Zone, Inter – University Hockey Tournament	Krishna Devaraya University, Ananthpur from 09-12-2013 to 13-12-2013
S. Madhivadhani	II B.Com.	Selected for the Handball Inter- University coaching camp	Pondicherry University
M. Paranthaman	I B.Com.	Selected for the South – Zone Inter – University Handball Tournament	Bharathidasan University, Trichy from 20-11-2013 to 24-11-2013
G. Lalitha	III B.Com.	Selected to represent Pondicherry University in the South – Zone Inter – University Kho - Kho Tournament	Mangalore University, Udupi from 23-11-2013 to 26-11-2013
Senthamizharasu. K	III B.Com.	Selected for the Volleyball Inter – University coaching camp	Indira Gandhi College of Arts and Science, Kadirkamam, puducherry
Kalaiyaran. B	III B.B.A.	selected for the Cricket coaching camp	Pondicherry University
Kasinathan. R	II B.C.A.	Selected to Represent Pondicherry University for the South – Zone Inter - University Kabaddi Tournament	Nagarjuna university from 04-12-2013 to 08-12-2013
Thamaraiselvan. J	II B.B.A.	Selected to represent Pondicherry University for the South –Zone & All India Inter -University Kho – Kho Tournament	University of Calicut, Kerala from 20-12-2013 to 24-12-2013

5.3.2 Furnish the details of major student achievements in co-curricular, extra-curricular and cultural activities at different levels: University/State/Zonal/National/International, etc. for the previous four years.

The details of the student's achievements in various co-curricular, extra-curricular and cultural activities are listed below:

Co-curricular

1. Ms. K. Saveetha and Ms. S. Trinity Marie Sandrine of B.Com.(Cooperative Management) received the Pondicherry University Gold medals for their academic performance in University Examinations held during the year 2011 and 12 respectively.
2. Ms. S. Trinity Marie Sandrine of B.Com.(Cooperative Management) received the first prize in Elocution Competition conducted by Pondicherry State Cooperative Union, Puducherry. She also received the First Prize in Elocution competition conducted by Deiva Sekizhar Mandram, Puducherry.
3. Ms. S. Trinity Marie Sandrine of B.Com. (Cooperative Management) received the First Prize in Elocution Competition conducted by 'Mangaiyar Malar' (a popular Tamil magazine).
4. Mr. K. Ravindran of B.B.A. received the second prize in Essay writing competition, conducted by Health Department, Puducherry. He also secured First Prize in Poetry Competition, conducted by Tamil Saandror Peravai and received consolation prize in Elocution Competition conducted by Election Department, Puducherry.
5. Ms. R. Anjugam of B.Sc.(C.S) received the First Prize in Elocution Competition conducted by Kamban Kazhagam, Puducherry.
6. Ms. D. Deivabala of II B.Sc.(C.S) won the First Prize in Poetry Competition conducted by Bharathidasan Peravai.
7. Ms. D. Deivabala and Ms. R. Anjugam of B.Sc.(C.S) received consolation prizes in Elocution Competition conducted by the Election Department, Puducherry.
8. Mr. V. Sathishkumar and Ms. J. Nirmala of III B.B.A. won the Second Prize in Business Quiz held at Community College, Pondicherry University.
9. Ms. Thilagavathi and Ms. Asha of II B.B.A. won the First Prize in Business Arts held at Community college, Pondicherry University.
10. Ms. K. Gayathri and Ms. M. Kamatchi of II B.Com.(Cooperative Management) won the Second Prize in state level Inter- Collegiate Paper presentation conducted by PRIST University, Puducherry Campus.

NSS Unit

1. Mr. R. Parthiban of B.Com. (Cooperative Management) participated in the Skiing Camp at Manali, Himachal Pradesh in April 2010.
2. Ms. S. Trinity Marie Sandrine of B.Com. (Cooperative Management) participated in the National Integration Camp held at Udaipur in 2011
3. From 12.10.2011 to 18.10.2011, A. Raja Rathinam of I B.Sc. Computer Science participated in the National Integration Camp at Raichur, Karnataka.

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

The feedback is collected from the students every year in the format prescribed by UGC. It is also obtained from the representatives of all the classes. A Suggestion/complaint box is placed in front of the office room. The complaints/suggestions if any will be discussed in the staff meeting and necessary steps will be taken in this regard. The strength and weakness of the students is accessed by the faculties and the feedbacks are analyzed to bring out the desired outcome.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/materials brought out by the students during the previous four academic sessions.

The college has not yet published materials like catalogues, wall magazines, and college magazine. However, publishing of college magazine has been initiated and is likely to be published in the ensuing semester.

5.3.5 Does the college have a student council or any similar body? Give details on its selection, constitution, activities and funding.

Selection, Composition, and Constitution:

As such there is no student council; however, each Department has a student representative who is selected on the basis of academic performance. A committee is constituted with the student representatives and all the Heads of the Departments chaired by the Principal. This committee will help in conduct of various occasion of the college Annual Day, Sports Day, Farewell Day and other academic and cultural programmes.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

RUSA, Athlete, Fine Arts committees and Alumni Association have student representatives.

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the institution?

Our institution collects details from the students during their admission. Through these details, a profile of students is maintained in the office, which helps to communicate alumni of our institution. Also they extend their support for the conduct of Annual and Sports Day events. They also assist in NSS and NCC activities.

5.3.8. Any other relevant information Student Support and Progression which the college would like to include: Nil.

Criterion-VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 INSTITUTIONAL VISION AND LEADERSHIP

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

The college has its own vision and mission framed in order to build up distinctive characteristics directing towards achieving leadership qualities, guiding them to contribute instructively holding the values of secularism, socialism and commitment. The vision and mission placed below render the cause and justice to all downtrodden rural population.

Vision:

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

Mission:

- To fulfil the constitutional requirement of equality of educational opportunity, irrespective of race, ethnic background, religion, caste, creed, sex or economic conditions.
- To empower women through education to equip them for a better life
- To enhance the social condition of rural population through academic enrichment
- To allow students to contribute in all spheres viz., socio, cultural and economic activities and to devote themselves for the upliftment of the society.
- To indoctrinate values like discipline, sincerity, responsibility, accountability, punctuality, humanity, self-respect, brotherhood, and national integration through various academic and cultural activities.

The teaching and learning processes adopted address the needs of the society and enables to serve the nation as a whole. The curriculum is designed

incorporating the new trends and designs in the higher education. The college organises various programmes in moulding the students to achieve the qualities and personality paving towards progress and achievement in their lives. All these programmes make the students to have a creative mind to face the competitive edge to make themselves perfect in their future.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

As the college is run by the Government, the hierarchy of management is framed ranking from the Government officials to College administration. Presently, the college is formed as Government of Puducherry Institution under the Pondicherry Society for Higher Education (PONSHE) in the Directorate of Higher and Technical Education, headed by the Chairman/Secretary to Government (Edn.), hierarch next by the Director of Higher Education as Member Secretary of PONSHE, followed by the Principal of the College. It is also inherently looked into the development of infrastructure facilities in order to enhance the quality of higher education. To have a regulated and speedy growth and quality improvisation of the institution, a governing body is formed in order to frame the policy and plan, headed by the Chairman and official members constituting from the various Departments, and the Principals from all Colleges. The Institution strictly adheres to the policies and plans and the amendments made in the General Body meeting. Apart from the hierarchy, plans and policies said above, the Institution is directed, coordinated and controlled by the affiliating University for academic and institution's growth and development.

The College Development Council of the affiliating University administers the affiliation process and the academic progress of this institution. In order to get the action plans and policies geared up, the Principal of the college plays an important role in formulating, designing, enrolling, planning, coordinating, directing, modifying and implementing all sources of actions in order to give a quality education to the rural population by aligning all the available resources to achieve the goal towards the rural population. The policy developed and adopted is subject to a revision on time to time trends on par with the modulations by UGC, MHRD.

All the decisions pertaining to the recruitment, admissions, framing of fee structure, policies relating to transfer or any other policy to be implemented for

the development of the Institution are decided and finalised in the Governing Body meetings only. All the developments and implementations, progressiveness and the need and necessity to be made for the institution decided in the Governing Body meeting will be placed for preview and approval to the Higher Education Minister. Only after the approval of the respective Authorities the demands is made are implemented by the Principal of the Institution. The Chain of authority and the delegation of powers are executed for the smooth functioning of the Institution.

Accordingly, the Principal and the faculty members plan for suitable efficient management in the teaching, learning process to achieve the goal.

6.1.3 What is the involvement of the leadership in ensuring:

- The policy statements and action plans for fulfilment of the stated mission
- Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan
- Interaction with stakeholders
- Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders
- Reinforcing the culture of excellence
- Champion organizational change

The College has formulated its own Mission known to all stake-holders and directs the progressiveness towards the achievements of the mission. The dynamic leadership quality is excelled by the Principal of the college aiming towards producing graduates of excellence by offering qualitative education, teaching and knowledge.

Curricular, co-curricular and extra-curricular activities are also motivated reinforcing the culture to be developed. The culture of excellence is implicated to the students intrincating the personality development traits and providing academic and personal counselling.

The objective of the institution is to bring out successful graduates with potentialities of excellence, competence, hardworking, good character,

truthfulness and faithfulness by educating them with knowledge through the quality skill by the faculties. In order to achieve the objectives, strategic plan flexibility is made by this institution on its working process. Action plans are prepared by Department and faculty-wise as per the guidance of the Principal of the college. IQAC has been recently formed and fixed the responsibility for the plan of action to be made in the coming years.

The policies and action plans are framed and activated to the stated mission with the cooperation of the Principal and the faculty to manage to achieve the mission effectively and efficiently. The policies are also constructed with consultation of College Development Council of the affiliating University for points if so any, and the same is placed for approval in the Governing Body for activation.

Clear interactions with the stakeholders are often experienced by the faculty members in order to make steady, qualitative growth among the students for their qualitative life pattern.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The policies and plans of the institution are formulated to ensure a growth of the institution and to achieve the goal by rendering the education knowledge as value-based. The policies and plans prepared by the institution are placed in the Governing Body and only after the approval, the effective implementation and improvement from time to time is initiated by the Institution. As the college is run by the Government of Puducherry, a keen and valuable importance is shown on the monitoring of implementation of policies for structural creation. The policies framed are devised to fit in suitably in monitoring and evaluation for implementation. The Principal is empowered to monitor and evaluate towards the steps for improvement. The empowerment is delegated to the Head of the Departments with the task of carrying out to sustain quality in education and to create academic ambience. The institution has also developed various committees to strictly ensure that the plans are implemented for the successful progress of the college from time to time. Apart from the above procedures of

delegation for effective implementation, the Government maintains the Confidential Reports and Self-appraisal forms for teaching and non-teaching staff for the sustainable progress and improvement of the college.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

Since College is a Government of Puducherry Institution, the PONSHE formulated governs the functioning procedures of our College. The academic control of the Institution rests with the affiliating Pondicherry University. And the academic curriculum activities are carried in accordance with the rules and regulations of the University. Only the Principal, as the Head of the Institution, plays a significant role in the smooth conduct of all academic and administrative functioning of the college. As the Captain of the Institution, the responsibility of driving and managing the institution lies in the purview of the Principal. Our college is experienced to a quantum minimum of years and has developed with only **five Departments, courses** to strength of 510 students, as well as newly recruited faculties to function with. The senior-most person is nominated as the Head of Department to carry out the activities of the Department efficiently within the ambit of guidelines issued by the University. The Head of Department as a Department leader, allocates, assigns, indicates, designs and deploys the workloads and jobs as efficiently as possible. The faculty members are also encouraged to ply on various academic issues and to get developed of them to emerge out efficiently and effectively. Thus with all coordination and cooperation, the Principal of the Institution brings out the academic leadership attributes by running the Institution smoothly and effectively.

6.1.6 How does the college groom leadership at various levels?

As an education service sector, our College involves itself in shaping up distinctive characteristics among the staff and students by promoting leadership qualities. The College, apart from the classroom teaching, evidences various programmes organised continuously for the development of the leadership skills among the individuals. This has become possible in this college with regard to the unstinted efforts of the teachers. Leadership quality is found grooming with specialized attitudes and personalities both with teachers and students.

Innumerable opportunities are created and provided for the development of attributes by ideology emphasising the faculty for the promotion of leadership skills among the students. The Principal of the college has also constituted various committees on academic and development, appointed staff as convenors with specifications to function their roles centered upon the mission of the institution. The college also organises innumerable programme for the development of leadership skills. Further the NSS and NCC wings of the college involving the teachers and students facilitate to grow with leadership role.

The college encourages its faculty members every year in good number to attend Orientation Programmes/Refresher course/Faculty Development Programme/conducted by UGC Academic Staff College, national level institutions and professional bodies. It provides them up-to-date, the latest information and knowledge in the area concerned and enables them to take the lead role in developing and implementing academic, cultural and sports programmes in their working atmosphere.

6.1.7 How does the college delegate authority and provide operational autonomy to the Departments/units of the institutions and work towards decentralized governance system?

The Government itself follows a decentralized system of functioning. Accordingly, the institution also administrates with a decentralized policy, with different Department personnel in order to improve the quality of the educational system. The Principal being the Head of Institution gets the delegation of authority from the hierarchy and the same is delegated to the academicians and office administration with respective points of work in a transparent manner. The institution, developed with five Departments is levied with operational autonomy framing suitable decisions on their own contributing to the smooth functioning of the college. The institution enables the Departments to perform their operation freely without any hindrances to the achievement of the goals and objectives of the institution. Above all, the Principal has constituted various committees to facilitate the long-run functioning of the administrative and academic activities of this institution. The committees are assigned with responsibilities and delegation of authority with coordinative nature to have a conducive atmosphere in the day-

to-day affairs of the institution. Thus, by decentralizing the governing system, the institution evidences the improvement of quality education in standard with the rural population for which the college is established.

6.1.8 Does the college promote a culture of participative management? If ‘yes’, indicate the levels of participative management.

Yes, the college involves itself at a maximum for participative management with democratic principles to administer smoothly the day-to-day operations of the institution. The stakeholders’ views are considered for an immediate response to coordinate the smooth functioning of our institution. The Head of the Departments and the faculty members are often asked for suggestions and to have liberal participation in the management to share their valuable suggestions for the effective progressive functioning. Since the college runs with five courses with 510 students and 48 staff (teaching and non-teaching), it functions as a self-owned family in reaping the benefits from the sown by imparting the value of education. This really ensures the management to have its large hand for the further development and progress of the Institution in a steady pace.

6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

6.2.1 Does the institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

The Higher Education Department, Government of Puducherry formulates the policy, developed, driven, deployed and reviewed applicable for all educational institutions. The Collegiate Education sticks on to the quality policy considering the norms, rules and regulations on the note of UGC and affiliating University. The policy developed and adopted is subject to a revision on time to time trends on par with the modulations by UGC, MHRD.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

Yes. The Institution has earmarked its growth during 2010 by adding three courses with a proportionate increase in infrastructure facilities. The college has a Council which, consisting of all the Heads of the Departments is directed with the responsibility of formulating the perspective plan in accordance with the development of Institution. The Council is subjected to a set of goals and objectives, policies and plans, principles and procedures to be followed considering the rural literacy growth. The various highlights of perspective plan focuses on the current trends in higher education and on the educational expectation of students.

6.2.3 Describe the internal organizational structure and decision making processes.

Rajiv Gandhi Arts and Science College is a Government of Puducherry Institution and has a structured organisation for decision – making process. The Institution comes under the portfolio of Minister of Higher Education and administered by the Chairman (Secretary to Education) through the Member Secretary, Pondicherry Society for Higher Education which comes under the purview of the Directorate of Higher and Technical Education. The authority is delegated to the Institution headed by the Principal supported by sufficient faculty and establishment staff. The college has five Departments, each headed by a senior faculty who extend their assistance to the Principal relating to academic and administrative matters. The college has a well- equipped Physical Education Department and a Library. The College Council is also inclusive of NSS and NCC officers for the internal decision making. The college has various Committees inclusive of academic and administrative staff to assist the Principal in administrative decision making and to have a steady run of the Institution.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following:

- **Teaching & Learning**

The quality consciousness is created in this Institution and a firm commitment by the teaching faculty is rendered providing quality education to the students. The College existing since 1995 shows the importance in improving the quality, in the area of teaching and learning. The College has gained encouragement and support from the Government to improve its quality in all its possible ways. The affiliating University also plays a vital role in improvisation of this Institution. The main resource installed in this College for quality improvement is by appointing qualified teaching staff as per UGC norms. The qualified teaching staffs excel their caliber in the teaching methods and the learning process. The teachers are committed to the quality improvement by adopting innovative thoughts and methods of teaching. Accordingly, the quality improvement in teaching and learning has never failed since inception, as step-by-step progress with a steady growth, with an input of quality assurance on progress in this Institution. Teachers are very much advised to be creative and innovative in their teaching process. The trait of personality development approach is adopted in moulding the students in their learning process.

- **Research & Development**

The college presently runs with five Undergraduate courses and does not offer any type of research-oriented courses. However, to develop the Institution towards quality assurance, the teachers and students are motivated to attend seminars/conferences to enrich their knowledge and to proceed further towards Higher education.

The College always has a positive impact on students to enrich their knowledge and skills, and it motivates the students to continue their research oriented higher education. The faculty members' teaching skills and methods are enhanced to facilitate an effective teaching learning process. Internet facility, Audio-Visual programme, communication skills and strategies, personality development traits, etc. are all adopted in developing the students qualitatively.

Our college is equipped with fully qualified staff members who hold Ph.D., and M.Phil., with NET/SLET/JRF. Teachers without Ph.D., degree are motivated to pursue the degree. Even though the college has not developed with numerous courses, it has qualified and qualitative teaching faculty who look forward for research and development in Higher Education. A slow and steady progress in taking up Guideship from various universities involves themselves in knowledge updation in the area of research and development and they are applied in the teaching and learning process leading quality higher education.

- **Community engagement**

By objective itself, the college is committed and engaged to provide quality higher education to the students of rural community. The institution has been endeavoring very hard to engage the community by organizing community orientation programmes. Being surrounded by a number of small villages with varied communities, approaches to these communities become easier inevitably. The interactions with the community are through:

- NSS: As a part of the NSS activities, students go to the villages and create awareness by conducting various programmes on AIDS awareness, Blood Donation, Literacy Awareness, Health Awareness, and the Individual's Right to Vote. Herbal plants are distributed in the neighbourhood to educate people with regard to living close with nature.
- Environmental Campaign
- Participation in Functions and Festivals: The students are active participants in all their local functions and festivals. They take on the responsibility of conducting some of the events, and thus, imbibe the culture of their surroundings.
- Entrepreneurial Programmes: As part of the Entrepreneurial programmes conducted by the MSME, five members from the local community are invited for each programme to attend the programme and to undertake the training imparted.
- Skill Development Programmes: As part of the Skill Development Programmes, once again members of the local community are included in the training.

- Four Group D staff are employed in the college from the village of Andiarpalayam through the Women's Self Help Groups. Hence, in a small way, employment opportunities are given to the locals.
- All four of our security personnel are also from the local villages but employed through a Security Agency.

- **Human resource management**

Our college functions to shape up the younger generation through higher education and developing them for survival of best fit. The Institution produces Human Resource with the maximum possible quality assurance through education and it aims at imparting moral attitude in every part of life. Our college wishes to stand as a best produce of human resource centre to cater the needs of the job market.

- **Industry interaction**

As the College aspires for quality improvement, it is felt that the Industry Institute partnership is an important factor to be maintained and carried out in higher education learning. Even though the college has not availed Memorandum of Understanding with an industry, it plans to have it in the near future. Steps are taken in contacting the various sectors for MoU with this Institution.

The curriculum aspect of this college paves the way for the students to have an interaction with the industries during the project work when they fit themselves in final semester.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

The Principal, as the Head of the Institution ensures adequate information for the healthy progressiveness of the Institution, through feedback and personal contacts etc. of both the stakeholders and the staff. A review uttered often with all the Departments for the feedback relating to their progressiveness and arrive at steps needed to be taken for the steady growth of the Institution. All the academic and administrative staff are being coordinated for co-operation and support in extending excellent teaching and administering. The activity of the Institution is

reviewed from time to time, in accordance with guidelines and principles and instructions of the Government and affiliating University. The Government often reveals the progressiveness of the Institution in the review when and where it is required.

As a result, the activities of the Institution with feedbacks and personal contacts reviewed keeps changing from the present structural functions to the best possible measures through the feedbacks.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The Institution has developed the activities carried on by it with a systematic and efficient approach. The faculty members are inquisitive and extend their interest in all the activities for the better functioning of the Institution. Without the involvement of the staff members the management could not be progressive in improving the effectiveness and efficiency of the Institution, and so, the motivation process is adopted in support of the staff members for excellent achievement of the progressiveness of our Institution. The Staff Members are encouraged and involved with equal opportunities in sharing their views related on issues that emerge. Active participation is encouraged in the different processes such as admission, teaching and learning, examination, administration, extension and social activities, cultural and sports, skill development, counseling and career guidance and placement of students etc. Various committees are constituted involving the staff as conveners, coordinators and members for the effective and efficient progress of the Institution. The staff members are always encouraged in equipping their skills and knowledge with the latest trends and developments. The teaching staffs are allowed to actively take part in Orientation programme, Refresher courses, seminars and conferences, workshops and Faculty Development Programme in order to improve their knowledge and skill, and to render better services. The Institution has its steady growth with the adoption of participative Management system wherein the students, faculty members and the Head of the Institution take part with an outcome of achievement.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

Ours is a Government of Puducherry Institution and the Council of Management convenes a Governing Body meeting for implementation of resolutions. The Governing Body is headed by the Chairman, Secretary to Education, and comprises of the Member Secretary and other members. Any implications and implementations need to be passed in the Governing Body, for accommodation. Decisions arrived may be implemented with an immediate effect by the Institution. Some of the resolutions passed in the last Governing Body accounts to transfer policy, fee structure, CPF, contributions, regularization of non-teaching staff, appointment of teaching staff, building, repairing and maintenance, equipments etc. These are decided and passed as resolution for implementation. The Governing Body plays a significant role for any kind of development and structure of this Institution.

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

Yes. The university has provision for according autonomy to affiliated Institution. The College on its recent growth has not approached for autonomy and may be, efforts taken in future.

6.2.9 How does the Institution ensure that grievances/complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship?

The Institution has formed various committees and cells in order to have a smooth functioning of the day-to-day activities of the college. Since ours is a co-education Institution, the Head of the Institution has proposed vigilance and grievances committee to attend the complaints on day-to-day basis and resolve them effectively without causing any disturbance to the normal functioning of the Institution. The committee strictly and strongly attends the complaints grievances and if so, the parents of the problem-bearers are invited to the college for redressal. The college does not allow the persistence of problems unsolved and maintains the campus as a friendly environment. Whenever a grievance/problem arises the Head of Institution immediately calls for the Head of the Department

and the grievance cell to attend to the problem to have a harmonious solution. So far, the college has not experienced an un-ending unsolved problem in its course of time.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?: No. there has been no such experiences so far.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If ‘yes’, what was the outcome and response of the institution to such an effort?

The Institution attempts to collect feedback to fetch for the better Institutional performance in its future. The Head of the Departments are advised to take feedback from students concerning with curricular aspects and the college in general from the stakeholders for the improvement of the Institution’s performance. The Institution does not adopt any systematized device of mechanism in analyzing students’ feedback. Mostly the Institution is in the system of obtaining oral feedback and sometimes in written. The system of feedback analysis so far followed in this College is by conducting review meetings by the Head of the Departments concerning with the feedback and its implications. A prescribed format to introduce a feedback system on a continuous basis is on preparation to get implemented in near future. In spite of the above, a serious and vigorous attempt is made to obtain the feedbacks from stakeholders for the development of the College.

6.3 FACULTY EMPOWERMENT STRATEGIES

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

The institution is keen on its mission towards the professional development of both teaching and non-teaching staff. The non-teaching staffs of our institution are employees from the Government and work on the nature of assignments extended to them. Work schedules and allotments are categorised individually for an uninterrupted service to get rendered to both students and staff. Since, they are categorised to the nature of the work assigned they become specified to their work ethics.

The teaching staffs are allowed to attend UGC Orientation Programmes and Refresher Courses which are also mandatory for enhancement of knowledge and career advancement. The teaching staff are also encouraged and permitted to present papers in conferences, symposium and seminars in their relevant area of specialization or option. Study permission is also extended to them with the approval from the Government for pursuing Ph.D. Most of our staff periodically publishes skilled papers in required Journals for the professional development in their area of teaching. The teachers are also encouraged to get equipped themselves with knowledge in the area of computer skills. Study leave is granted to the staffs who wish to go for advanced studies for enhancement of their career.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform.

The institution does not offer any faculty empowerment programme through training and re-training. However, the training programmes if any directed through the Directorate of Higher and Technical Education may be adhered to. The Staff Members are allowed for ICT Training Programme conducted by the Department of Information Technology for the applications to be made using the technology in the course of teaching, learning process. The Institution often motivates the employees to fix in for roles and responsibilities assigned to them to perform. Since a separate faculty empowerment programme is not envisaged, the faculty members are advised to attend various courses and programmes replacing the concept training and re-training for the effective and efficient teaching and development for their roles and responsibilities fixed.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that the information on multiple activities is appropriately captured and considered for better appraisal.

Confidential Report submitted by the staff concerned through the Head of Departments is the indicator adopted for the performance appraisal system in our institution. All the indicators and performances are maintained in the service book of the Staff concerned for their career development. The Principal, as the Head of Institution is empowered to collect the self-appraisal reports of all the staff members to assess their performances and the same will be sent to the higher authorities (PONSHE) for consideration of their performance value.

The self-appraisal reports are submitted in the prescribed format furnishing detailed information about the performance of the individual for better appraisal. The Head of the Institution is appraised by the higher authority concerned in the Government. Thus, the Confidential Reports and the Service Books are major indicators for evaluation of the performance of the staff members of their institution.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The Staff members will make a self-assessment at the end of every year in the prescribed format. The Head of the Departments write comments and remarks based on their observation on the nature and quality of performance by the concerned staff regarding, the quality of output, attitude contribution knowledge of work, Interpersonal relationships and team work his relationship with students in general and with the students belonging to the weaker sections of society. This is later reviewed by the Principal who endorses the appraisal with his own comments. In the case of the Head of the Departments the Principal reviews the performance by Head of the Departments and comments on his planning and supervising abilities, contributions made and also will make suggestions if the Head requires any training or re-training for administration. While attesting, the Principal has to endorse the opinion on the performance appraisal report and the same is forwarded to the higher authority for validation and review for decisions. The decision if any relating to favour or unfavour is then communicated to the stakeholders through the Head of Institution.

The outcome of the review will help the staff members for the betterment of their performance in the Course of their periodical career.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

The Government has introduced various welfare schemes for the employees working in Government colleges. All the welfare measures of the Government have been offered by the institution to the teaching and non-teaching

staff. Many staff members of the college have availed the benefits of all these schemes. Contributory Pension, Gratuity Fund, 100% Medical Reimbursement, Children Education allowance, housing and vehicle allowance, additional pay for physically challenged, LTC, Maternity Leave, Child Care Leave, are available for teaching and non-teaching staff. Being a Government run college, the staff can avail all the welfare schemes made by the Government of Puducherry and Government of India. These Welfare schemes are implemented as a motivation and influential factor in their academic performance.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

As ours is a Government of Puducherry Institution it creates space in attracting and retaining a senior experienced faculty in the Department for their eminent contributions for the development of the College. As the College is run by the Government of Puducherry, the faculty members and the staff are subject to transfers from one college to another, with the norms laid within the Government of Puducherry Colleges. The Institution attempts always in retaining eminent faculty for the non-disturbances of the courses offered. And efforts are made by the Institution for creating a conducive environment for teaching by retaining and accommodating the senior faculty for the eminent presence in order to impart quality education and learning. Ours is a Government of Puducherry Institution that facilitates the pay scales as prescribed by the UGC norms thereof. All the measures assured pertaining to prerequisites and benefits are carried out as per the norms, rules and regulations laid by the UGC prescribed by the Government of Puducherry. Thus, all the faculty members specialised are provided with all privileges to be availed of.

6.4 FINANCIAL MANAGEMENT AND RESOURCES MOBILIZATION

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The College is run by the Government and the financial budget is allotted by the Government only. The financial management and resource mobilization in and by the College is done through PONSHE, Government of Puducherry. Utility

of funds for various academic administration inclusive of salaries etc. and developmental activities of this institution are done by the College through PONSHE only. The Principal of the College is entrusted with a power of imprest utilization and vested with the Drawing and Disbursing Officer powers. The Principal of the College monitors the resources available by making a careful examination of the need and necessity that arises in developing the infrastructure facilities of the College. Various committees in the College function with careful examination while making a proposal for want of fund. All the utilisation of financial resources is made available in a transparent manner and ensures the optimum utilisation of funds to the subjects laid. The Principal of the College is vested with the powers to meet out an expenditure not exceeding Rs. 10,000/-. The decision in the General Body meeting provides the financial powers that can be exercised by the Principal, the Member Secretary and the Chairman.

The College is subject to Internal and External audit for monitoring and identifying the optimal utilization of the financial resources provided to this institution. The audit mentioned classified as Comptroller and Auditor General (CAG) and local audit. The allocation of funds to the College is made on the proposal placed in the General Body and the same when recommended is placed for proposal through Directorate of Higher and Technical Education to the Finance Department, Government of Puducherry. The proposal placed then will be taken into consideration while preparing budget for the State and will be passed in the Assembly, thereafter, the fund is routed from the Finance to Higher Education Department and then to our College. The financial resources and utilisation is made with the approval from the General Body. Want of minimal expenditure to be met, the Chairman alone is vested with power to grant to a limit of Rs. Five Lakhs. Over and above will all be discussed and considered in the General Body meeting. Thus, the financial management of the institution is not on its own meet out of the revenue and expenditure, whereas, with the consent from the Government only.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The institution has the mechanism of verifying, examining, clarifying the sources utilised in a methodological application of audit both internal and external. Internally a statutory audit is carried out compulsorily every year in verifying the transactions of accounts in detail. A Chartered Accountant is appointed by PONSHE to carry out the internal audit and to certify with suggestions and instructions in monitoring and maintaining the accounts in the best possible proper manner. The Principal Accountant General, Tamilnadu and Puducherry makes an extemporary audit and, comply the reports with audit objections. The audit objections made if any will be promptly attended by the Institution in rectifying the errors and will be set right immediately. The last audit made by the office of the Principal General was during the year 2013 -14. The placed audit suggestions as major points to get rectified are here under.

1. Unqualified teaching staff may be replaced by qualified permanent staff.
2. Infrastructural facilities may be improved to avail permanent affiliation from Pondicherry University
3. The suggestion pointed out is under the purview of PONSHE, Government of Puducherry for pursuance. There were no major audit objectives raised so far.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

The Institution governed by the Pondicherry Society for Higher Education, Government of Puducherry, operates the financial resources, receipts and payments for this Institution. Grants are classified into plan and non-plan, covering salaries, wages, perquisites, teaching aids, travel expenses, office expenses and charges etc. The day to day expenditures in the college are also met from the funds from PONSHE. The Principal, as the Head of the Institution, is provided with petty cash and Contingent Grant of imprest amount. Out of which an immediate preliminary expenditure is met out for the smooth functioning of the Institution. Apart from the above, there are also some of the receipts made by the

Institution from the students at the time of admission into the course. Various fees like Admission Fee, Library Fee, Sports Fee, Laboratory Fee etc. are all collected from the students and are utilized to meet the respective expenditure. Even though the students are offered free education, a minimal requisite amount (special fee) of Rs.720/- for the College and Rs 838/- for the University is collected at the admission of the student into the College. Thereafter, University examination fee alone is collected from the students. The institution has adequate budget planned, proposed and allotted by PONSHE, Government of Puducherry. There has not been a situation with regard to deficiency or paucity of fund that was met in general, since the financial resources are monitored and maintained by the Government itself.

6.4.4 Give details on the efforts made by the institution in securing additional funding and utilization of the same (if any).

The Institution is on its progressiveness making a steady growth in recent years. A wilful thought of improvisation of the Institution with regard to infrastructural facilities and adequate buildings to add upon more courses has come to fruition. This thought had led to the implementation of various developmental activities of the College and all this is done in order to provide quality education to the stakeholders of the institution. In order to develop as a future plan, the Institution strives hard in procuring funds from the Government of Puducherry, and through other sources also. The other sources mentioned here are applied to the funds with Member of the Legislative Assembly and the Member of the Parliament (Lok Sabha and Rajya Sabha). Various steps have been taken and proposals been handed over for mobilization of resources through the democratic constitutional dignitaries. The Member of Parliament, Loksabha, Thiru V. Narayanasamy, former Minister for State, Prime Minister's Office has extended resources from the fund allotted to him for the construction of toilets and a multipurpose hall in this college. The Honourable former member also extended his financial aid to equip the Computer Science Laboratory with adequate computers. The College, in its possible extend applies its measures in procuring additional adequate fund through resources left all around in the Union Territory of Puducherry.

6.5 INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

- a) Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?**

Yes, the college has taken effort to establish IQAC and now it is under process.

- b) How many decisions of the IQAC have been approved by the management/authorities for implementation and how many of them were actually implemented?**

Since IQAC was started only this year, decisions are yet to be made.

- c) Does the IQAC have external members on its committee? If so, mention any significant contribution made by them?** Not applicable

- d) How do students and alumni contribute to the effective functioning of the IQAC?** Not applicable.

- e) How does the IQAC communicate and engage staff from different constituents of the institution?** Not applicable.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation? Not applicable.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact? Not applicable.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities? Not applicable.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities? Not applicable.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome? Not applicable.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?
Not applicable.

6.5.8 Any other relevant information regarding Governance Leadership and Management which the college would like to include: Not applicable.

Criterion-VII: INNOVATIONS AND BEST PRACTICES

7.1 ENVIRONMENT CONSCIOUSNESS

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

No. The college has not conducted a formal green auditing. However, the importance of green auditing and environmental issues are becoming familiar in recent times and the institution foreseeing this, plans to start green audit using the NSS wing of this college. The institution maintains a high standard in terms of the environmental ascertainment in keeping the campus green. The campus development is taken up by the NSS units of the college and campus cleaning drives involving volunteers and staffs are undertaken by the units. Our college campus extends to 5 acres of vacant land with greenery and looks beautiful which gives a clear, calm and conducive atmosphere for learning. The college in future will direct the NSS unit for green audit of campus and facilities will be provided to maintain the campus clean, green and tidy.

7.1.2 What are the initiatives taken by the college to make the campus eco friendly?

Environmental issues are addressed in the class room like solid waste disposal, degradation of environment, loss of forest, pollution and issues such as economic productivity, national security, global warming, Ecosystem, depletion of ozone layer and loss of bio-diversity. A study of Environmental Science has received adequate attention in our academic programmes. Pondicherry University, to which our college is affiliated, has prescribed Environmental Studies (EVS) as a compulsory paper with a six months Module syllabus for Under Graduate courses of all branches. In addition to teaching, environment drives are also conducted by the staff which makes students to be more receptive. Our campus is a plastic-free zone, and we strictly maintain the campus as smoke free area.

- **Energy conservation:**

Students are taught the importance of energy conservation and ways of adopting measures in energy saving, in places including their residential area. The college initiates students for energy conservation and attempts are made to create eco-friendly campus to practising energy conservation. NSS volunteers are steered

to create awareness in the college as well as in villages for energy conservation. Electrical energy, utilised in the college for their continuous learning process are all adequately addressed to adopt the policy of minimum usage and maximum learning. The students and staff are advised to adopt energy saving measures incessantly to save power.

- **Water harvesting:**

Rain water harvesting is available in the campus area laid under a scheme by the G.D.P. Further, a percolation pit is established in the College campus for recharging the groundwater with runoff water from the terrace.

- **E - waste management:**

Facilities of electronic resources in teaching and learning are provided by the college to the increased Strength. Care is taken in minimizing e-waste and to have eco – friendly environment. Print out and photocopying is made exemplar by taking it on both sides of the paper. Students are motivated and disciplined towards Environmental consciousness and so the problem of e–waste does not arise.

- **Plantation:**

The green ambience of the college is largely due to natural trees that have survived for more than 100 years. There are about 100 trees of various kinds in the campus. These Trees cover around 1/4th of the college area. They help to maintain the ecosystem. Planting of saplings on various occasions in various functions evinces the eco-consciousness inherent in the college practices. Planting a large number of trees in the nearby villages is one of the regular practices of the NSS Special Camps. Schemes like one student – one plant have been initiated to increase plantations.

7.2 INNOVATIONS

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

The main goal of the institution is to bring out competent graduates with employable skills and refined behaviour who can become productive members of civil society. Many innovations have been introduced during the last few years which have contributed to the quality improvement of the core activities of this

institution. The innovations so far introduced have created a positive impact on the functioning of the college.

The college takes sincere efforts to teach the curriculum to cater to the diverse needs of the students hailing from educationally backward area. The curriculum includes application-oriented, skill-based subjects. Environmental Studies is included in the curriculum to create environmental awareness and social concern among the students.

Various committees such as Grievance cell, Parent-Teacher Association, Alumni Association and Anti-Ragging Committee exist to ensure effective functioning of the college to prevent ailments of undue influence in order to ensure social reforms. Students are also highly motivated and made involved in sports activities.

Remedial coaching

Remedial coaching and intensive coaching is offered to students who need extra and special attention. Enrichment in personality development and English speaking courses are conducted to improve the students' ability.

Feedback System

Students' feedback is taken for all the courses. This feedback is collected on a regular basis on quality of education, provision of resources etc. Students' feedbacks are analysed and improvement plans are initiated to enhance the quality of education. The feedback is discussed and reviewed between teachers and the Principal in a confidential manner in order to derive best possible methods in pursuing teaching, learning process. Students can also submit their feedbacks, dropping their suggestions in the boxes placed in the college premises.

Formation of IQAC

IQAC is formed recently in the college and preparatory work for the improvement of the quality of the institution is being done. It is advised of the strengths, weaknesses, opportunities and threats of the college and so has embarked upon ways of improvement of the college.

Project work undertaken by B.Sc.(C.S), B.C.A., B.B.A., and B.C.M. students:

Courses like B.Sc.(C.S), B.C.A., B.B.A., and B.Com.(Co-operative Management) are contented to project work and skill orientation programmes. This is subject to the recommendation made in the Board of Studies of the affiliating University and thereby becomes compulsory for the students to undergo. The project work includes preparation of the project report and Viva-Voce examination which carry marks. The students are properly guided by appointing a faculty advisor in preparing and submitting the project report on time.

Establishment of Computer Lab:

The Department of Computer Science has two laboratories namely a Computer laboratory and Digital and Micro-processor laboratory, both of which are well furnished and air-conditioned. Around 42 computer systems are installed and provided with LAN facility. The computers are also provided with UPS back-up for uninterrupted power supply. Apart from this, licensed softwares are also installed for the effective teaching curriculum. The department also encourages the usage of open source softwares like Net Beans, Notepad++, eclipse etc. and around 15 Digital and Microprocessor kits are used by the students during the practical laboratory sessions.

Introduction of Red Ribbon Club:

The college has actively functioning Red Ribbon Club through which various health awareness programmes are conducted. The club conducts programmes on AIDS awareness and the regional center of NACO and PACO have stepped into our college to disseminate awareness on AIDS. The club also conducts eye check-up, blood donation, anti-drug awareness etc. regularly.

Establishment of NCC Unit:

A unit of Naval Wing (Senior Division) was set up in the year 2005 under the Annexure of Tagore Arts College. In the year 2004, the college after the establishment under Society Act started a full fledged NCC Naval Unit (Senior Division) to function in the campus. A women officer took charge as NCC Caretaker and functions well for the benefit of the student cadets. The cadets are selected from among the volunteers based on fitness during their admission into the first year of UG course. The cadets are well trained and made fit to appear for

'B' and 'C' certificate examinations conducted by the Directorate of NCC Group. The Cadets of our College made indelible participation in the Republic and Independence Day parades at Puducherry as well as the Republic Day parade at Rajpat in New Delhi. Active participation in various NCC activities has moulded the students to form discipline, punctuality, responsibility, integrity, solidarity and equality relating to the Constitution principles of our country.

Teacher-Student Interaction:

At times the Head of the institution and the Heads of the Departments make interaction with the students apart from the lecture hours. Insistently these interactions help in arriving at good results relating to the atmosphere that prevails in the class room and campus. The Principal of the college, many a times, during the routine rounds, makes interactions with the students for issues if any. Remedial measures are taken in order to avoid the distracting causes raised by the students in general. The pros and cons are often discussed, analyzed and the decisions are made with respective interactions for smooth functioning of the college.

7.3 BEST PRACTICES

7.3.1 Elaborate on any two best practices as per the annexed format (see page 98) which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

PRESENTATION OF PRACTICE

Best Practice - I

- 1. Title of the Practice:** Skill/Knowledge Development Programme.
- 2. Goal:** Ours is an ongoing institution which serves the noble cause of education to the students' community belonging to rural areas with poor socio-economic background. The maximum number of students in this college is first generation learners who find difficult in establishing themselves in English language. A Holistic system of education to the student is focused upon for an overall development of the students' personality. The students are often motivated for continuing education to post-graduation level or to gain

professional achievement. They are continuously induced to face competition that prevails in the employment opportunities and to develop self employment or become employers themselves than being employees. Students are influenced to achieve skill to the changing scenario in the job market. Since the students are from poor socio-economic background, the college insists for a complete education by making them frequently realize that education is the only source for their survival in life.

3. **The Context:** Skill development in the course duration is planned by the college as a best practice in developing the personality of the student. NCC Naval Wing, NSS and RRC play their roles in bringing up the student in developing their skills in order to achieve the objectives of the college. Teaching curriculum is framed keeping in view the objectives to get the students oriented in computer software learning, communication, interpersonal presentation and entrepreneurial ship for the development.
4. **Objective of the practice:** Education, training, guidance and counselling are all framed throughout the academic year as the best practice for career development of the students. Teaching - learning skills incepting during the commencement of the course continues till the end of the course. Skill development program is made as an over- eye view that specifies integrity with syllabus and forms the major component in shaping up the students' gesture of aptitude. The Faculty members are all committed to adopt these practices to make students acquire knowledge and skill. Expert orientation is offered frequently in developing the skills. A well-planned comprehensive program has been designed and implemented at various points of time. It has become a practice over the years to conduct potential programs in the context of under graduate higher education which involves a series of events organized by the respective departments and the college. The Faculty members of our college are known to be using appropriate methods and techniques in imparting skill development in reaching entrepreneurship. The Heads of the Departments and various committees attempt at inviting various successful Industrialists and entrepreneurs to give a specified training in acquiring opportunity-oriented skills.

The college has the placement cell which actively involves in finding out scopes and opportunities for employment. Interview skills are often illustrated orally. Since the students of our college are from a rural background, they find it difficult to cope up with communication skills. In order to overcome this inability, communication classes are handled and soft skills are also inculcated. The students are always advised to go for references like magazines, daily issues, bulletins etc. in developing their skills. The leadership attributes are often developed towards achievement of the goal in various aspects in creating them to employability.

- 5. Evidence of Success:** The practice is vital and complementary to academic process and students are oriented, providing ample opportunities to them, to enhance their subject knowledge, learn new skills, develop personality and fulfil their desires. In the year 2014, two of our students were placed in Cognizant Technology Solutions, Chennai. We deem this as one of our best successes as both the students hail from rural areas and are first generation learners whose parents are humble daily labourers.

After training in the health sector, one girl student got placement in St. Joseph of Cluny Hospital in Puducherry. Two students got appointed as Office Assistants in Tan Mac India, an Italian based Leather Company.

One student was appointed as Technical Executive in Integra Software Services Pvt. Ltd., Puducherry through the drive conducted by ICT Academy of Tamilnadu. Three students were selected as Technical Executives in Equinity's Pvt. Limited, Chennai and Twenty five students were placed as Marketing Executives in the Indian Academy of Science and Management, Chennai.

Seven women students were selected for pursuing Montessori teaching education and subsequently got absorbed into the teaching posts in Vruksha International School of Montessori, Puducherry. Seven students were selected as Technical Executives in Integra Software Services Pvt. Ltd., Puducherry and they are yet to receive appointment. Forty students have cleared their written test for clerical jobs in ICICI Bank through TVS Training and Services Pvt. Ltd., Chennai and they are waiting for the HR Rounds.

One alumni of our college was placed in Wipro Technologies, Puducherry as Accounting Executive. Moreover, the placement cell has been imparting the skills (IT, Business skill and Entrepreneurship skill) required for jobs, both in industry as well as self-employment, which will help them to acquire jobs in the market whenever they deem it to be fit.

- 6. Problems Encountered and Resources Required:** The college faces a great difficulty in building up the communication skill of the students as they are not exposed to this skill development in communication at their Elementary, High School and Higher Secondary level. Maximum students are identified as first generation learners with poor background form the rural sector. To overcome the students' difficulties in the learning process and to imbibe communication skills in them, the college initiates the conduct of special drive on English classes. The students admitted with this poor standard lack confidence and it is the reason why a large number of students hesitate to enroll themselves in placement drives. Hence, the college plays a remedial measure by conducting special drives. Lack of provisions, time constraint and inadequate financial resources are the major problems encountered by the college since it is not accredited. Standard UGC funds for the special drives are not met with due to the non availability of accreditation standard. Further, students belonging to the economically backward group and area with the poor amenities of survival could not make themselves up to be prepared to face any special drives for the development offered by the college. This situation prevails in the family of many of the students and they hesitate to spend even a minimal amount on training programs when it is offered as paid programmes.

The college faces a persistent difficulty in meeting out the resources for the development of the college itself, curriculum and the students. Since the college is fully funded by the Government and the fund position in general does not show positiveness of free flow, development of the college is not met. UGC funds may help the college for its high grade of functioning for which the college needs accreditation with a good grade and needs recognition to be ear-marked with facilities that could be made genuine and extended to the entire growth of the rural sector. The financial position could also be made sound with funds from UGC, RUSA and the Government.

7. Contact Details:

Name of the Principal	:	Dr. S. RADHAKRISHNAN
Name of the Institution	:	Rajiv Gandhi Arts and Science College
City	:	Puducherry
Pin Code	:	605 007
Accredited Status	:	Nil
Work Phone	:	0413 - 2618180
Website	:	www.rgasc.org
Mobile	:	9442400071
E-mail	:	officergasc@gmail.com principal.rgasc@gmail.com

Best Practices - II

1. **Title of the practice:** Extension Activity for students.
2. **Objective of the practice:** Extension activities are made mandatory for the students to promote Community linkage, Social Responsibility, Interaction with the people in problem analysing and solving skills.
3. **The Context:** In Contemporary society, the students are highly ignorant about the problems prevailing in the society they live. Therefore, it is realized that the students must be sensitized about the society related to the extension for steady progress in their growth.
4. **The Practice:** The NSS, NCC and Red Ribbon Clubs are functioning in the College and they involve the students in the activities like attending camps, cleaning and sowing saplings etc.
 - Celebrating national days for integration.
 - Organising Awareness camps on issues like AIDS, Anti- Ragging, Blood donation, Sexual Harassment of Women in the institution and methods of prevention and redress.
 - Eradication of less micron plastic usages etc.
 - The NSS conducted a rally insisting blood donation and a election department campaign on democracy “one man and one vote”.
 - The NSS unit arranged a rally to create awareness among the first time voters of rural population to register their names in order to get Voter Identity cards.

- Involvement in Socio economic survey through NSS Camp on population in rural and their living standard.
- The NSS Units facilitate the conduct of Sports programmes and Tournament.
- The NSS had organised a rally on the occasion of the 150th Birth anniversary of Swami Vivekananda.
- Campus Cleaning.
- Consumer Awareness Camps.
- Awareness Campaigns in villages.

5. Evidence of success:

- The students develop the quality of integrity through the extensional activities.
- The students volunteer themselves to help the visually challenged and physically challenged candidates in the college and in all competitive exams.
- Student participation in various socio-cultural activities has greatly increased.

6. Problems Encountered: Fund mobilization to organize events of the clubs is the major problem for the college.

7. Notes (Optional) : Nil

8. Name of the Principal : Dr. S. RADHAKRISHNAN

Name of the Institution : Rajiv Gandhi Arts and Science College

City : Puducherry

Pin Code : 605 007

Accredited Status : Nil

Work Phone : 0413 - 2618180

Website : www.rgasc.org

Mobile : 9442400071

E-mail : officergasc@gmail.com
principal.rgasc@gmail.com

Section-D

Part-III

**EVALUATIVE REPORT OF
THE DEPARTMENTS**

Evaluative Report of the Departments

- 1. Department of Commerce**
- 2. Department of Co-Operative Management**
- 3. Department of Business Administration**
- 4. Department of Computer Science**
- 5. Department of Computer Applications**
- 6. Faculty of Language and Allied Subjects**
- 7. Physical Education And Sports**



DEPARTMENT OF COMMERCE

DEPARTMENT OF COMMERCE

The Department of Commerce was established in the year 1995. It offers B.Com. Degree Course, in semester pattern. The Department is currently managed by six regular Faculty Members, all are Assistant Professors. Three of them are Ph.D. holders and the others are with M.Phil. Degree, pursuing Ph.D. The student-teacher ratio of the department is 24:1. The students are admitted as per the norms by Government through centralised Admission Procedures for Arts and Science Courses. The faculty members of the department attend seminars, conferences and workshops, both at national and international levels. They also publish research articles in National and International Journals.

1. **Name of the Department** : Commerce
2. **Year of Establishment** : 1995
3. **Names of Programmes (Courses offered UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : Under Graduate
4. **Names of Inter-disciplinary courses and the departments/units involved** : Tamil, English, Economics, Mathematics, Computer Science
5. **Annual/semester/choice based credit system (Programmewise)** : Semester System
6. **Participation of the Department in the Courses offered by other Departments:**
 1. Department of Co-op. Management
 2. Department of Business Administration
 3. Department of Computer Science
7. **Courses in collaboration with other Universities, Industries, Foreign Institutions, etc.** : Nil
8. **Details of courses/programmes Discontinued (if any) with reasons** : Nil

9. Number of teaching posts :

Name of the Post	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Assistant Professors	6	6

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D. Litt./Ph.D./M.Phil., etc.) :

Sl. No.	Name	Qualification	Designation	Experience	Specialization
1.	Dr. K. Balaji @ Mathimaran	M.Com., M.Phil., B.Ed., Ph.D.	Asst. Professor & Head	14 Years	Accounts and Finance, Human Resource Management
2.	Mr. K. Narayanan	M.Com., M.F.M., M.B.A., M.Phil., SLET, NET	Asst. Professor	1 Year	Financial Management, Human Resource Management
3.	Ms. V. Jeevalakshmi	M.Com., M.Phil., NET	Asst. Professor	1 Year	Business Finance, Financial Accounting
4	Dr. A. Senthamil Raja	M.Com., M.Phil., Ph.D. NET	Asst. Professor	1 Year	Personnel Management
4.	Dr. V. Veeraperianayagi	M.Com., M.Phil., Ph.D.	Asst. Professor	14 Years	Industrial Disputes and Interpersonal Relationship
5.	Mrs. R. Malarvijy	M.Com., M.Phil.	Asst. Professor	13 Years	Marketing

- 11. List of senior visiting faculty** : Nil
- 12. Percentage of lectures delivered and practical classes handled (programmewise) by temporary faculty** : Not applicable
- 13. Student-Teacher Ratio (programmewise)** : 24: 1
- 14. Number of academic support staff (technical) and Administrative staff; sanctioned and filled** : Not applicable
- 15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil./PG** : 3 Ph.D. and 3 M.Phil. (details mentioned in point no.10)
- 16. Number of faculty with ongoing projects from (a) National (b) International funding agencies and grants received:** Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received : Nil

18. Research Centre/facility recognized by the University : Nil

19. Publications:

Publication per faculty:

1. Dr. K. Balaji @ Mathimaran

- ❖ Number of papers published in peer reviewed journals (national / international).

2. Mr. K. Narayanan

- ❖ Number of papers published in peer reviewed journals (national / international).
- ❖ Books with ISBN / ISSN numbers with details of Publishers: 01.

3. Ms. V. Jeevalakshmi

- ❖ Number of papers published in peer reviewed journals (national / international).

4. Dr. A. Senthamil Raja

- ❖ Number of papers published in peer reviewed journals (national / international).
- ❖ Chapter in Books: 06.
- ❖ Books with ISBN / ISSN numbers with details of Publishers: 03.

5. Dr. V. Veeraperianayagi

- ❖ Number of papers published in peer reviewed journals (national / international).

6. Mrs. R. Malarvijy

- ❖ Number of papers published in peer reviewed journals (national / international).
- ❖ Books with ISBN / ISSN numbers with details of Publishers: 04.

20. Areas of consultancy and income generated : Nil
21. Faculty as members in (a) National committees
(b) International Committees (c) Editorial Boards : Nil
22. Student projects
- a) Percentage of students who have done
In-house projects including inter departmental
programme : Nil
- b) Percentage of students placed for projects in
organizations outside the institution i.e. in
Research laboratories/Industry/ other agencies : Nil
23. Awards/Recognitions received by faculty and Students
- a) Awards/Recognitions received by Faculty : Nil
- b) Awards/Recognitions received by Students : Nil
24. List of eminent academicians and scientists/visitors to the department
: Nil
25. Seminars/Conferences/Workshops organized & the source of funding
: Nil
26. Student profile programme/coursewise :

Course/Programme (Refer Question No.4)	Applications received	Admitted	Enrolled		Pass Percentage
			Male	Female	
B.Com. 2008-11	The aspiring candidates may submit their applications to CAPASC	40	26	14	54.31
B.Com. 2009-12		40	27	13	49.72
B.Com. 2010-13		40	20	20	44.44
B.Com. 2011-14		40	20	20	62.16

27. Diversity of Students :

Name of the Course	Percentage of students from the same state	Percentage of students from other States	Percentage of students from abroad
B.Com. 2008-11	100%	-	-
B.Com. 2009-12	100%	-	-
B.Com. 2010-13	97.3%	2.70%	-
B.Com. 2011-14	90%	10.00%	-

28.

How many students have cleared national and state competitive examination such as NET, SLET, GATE, Civil Services, Defense Services, etc.?

: Nil

29. **Student progression (2010-11 – 2012-13 Batch):**

Student progression	Against % enrolled
UG to PG	25%
PG to M.Phil.	-
PG to Ph.D.	-
Ph.D. to Post-Doctoral	-
Employed <ul style="list-style-type: none">• Campus selection• Other than campus recruitment	65%
Entrepreneurship/Self-employment	10%

30. **Detail of Infrastructural facilities** : Nil

a) Library : Nil

b) Internet facilities for Staff & Students : Nil

c) Class rooms with ICT facility : Nil

d) Laboratories : Nil

31. **Number of students receiving financial Assistance from college, university, Government or other agencies** : 32

32. **Detail on student enrichment programmes (special lectures/workshops/ seminar) with external experts :**

- Organized a two-day workshop on 15.03.2012 and 16.03.2012 on “How to appear for competitive examinations.”
- Conducted Industrial visit to Sunfeast Company, Tirubuvanai and PondyRane Madras, Puducherry for the III year B.Com. students.
- On 28.10.2013 a One-day Seminar on Adolescence Health for Girls was conducted.
- Students are allowed to participate in seminars, workshops, sports and

cultural events held at various colleges.

33. Teaching methods adopted to improve student learning:

- Doubt clarification
- Lecture method
- Two-way interaction
- Providing notes and assignments to increase the self-improvement of students.
- LCD Monitor

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- B.Com. students participate in NSS and NCC at state level and national level.

35. SWOC analysis of the Department and Future plans:

Strength:

- Regular Teaching Staffs are available in the Department.
- Most of the teaching faculties are in the process of upgrading their qualification.
- B.Com. Degree Programme is the most popular and the most studied program. As this is directly related to the basic business requirements, it covers a wide realm of employment prospects globally. It is a door to vast career opportunities.

Weaknesses:

- Students are from rural and poor background (First Generation Learners, up to +2 Tamil medium, etc.)
- No Smart Class Rooms, to extend the modern teaching techniques like PPT presentation, use of online, etc.

Opportunities:

- Lots of scope for Commerce Professional Courses after B. Com., such as ICAI, ICWAI, ACSI, MBA, MCA, M.Com., Actuaries, etc.

Challenges:

- Now-a-days, basic human quality is slowly eroding in general. Our student youth are much influenced by Medias (Movies, TVs, Internets, etc.) and fashion. In this situation, equipping the students with ethical values besides imparting knowledge and skills is a real challenge.
- Facing competition from private sector Educational Institutions due to Privatization of Higher Education.
- Students pass out; but yet to require sufficient employable skills, which should be provided by a regular special training programme.

Future plans:

- Smart Class Rooms.
- Seminars, Workshops and conferences will be conducted with the help of UGC Sponsors.
- Department Library.
- Increasing the possibility of getting employment through campus interview.

FACULTY PROFILE

1. Name and Designation : Dr. K. Balaji @ Mathimaran,
Assistant Professor and Head
2. Residential Address : No. 274, Nethaji Street,
Ashok Nagar, Lawspet,
Puducherry – 605 008
Ph: 0413-2256788
Cell: 9442400071
Email: balajik2010@yahoo.in
3. Date of Birth : 18-03-1969
4. Marital Status : Married
5. Initial Appointment : 27-02-2014
6. Educational Qualifications : M.Com., B.Ed.,M.Phil.,Ph.D.
7. NET/SLET/OTHERS : Nil
8. Academic Awards/Achievements: Nil
9. Ph.D. Thesis Title : “A Study onOrganizational
Commitment and its Impact on
Performance of Co-operatives in
Union Territory of Pondicherry”
10. M.Phil. Thesis Title : “Investment Behaviour of Investors”
11. Professional Experience : Teaching Experience - 14 Years
12. Area of Specialisation : a) Human Resource Management
b) Finance
13. Subjects Taught : a) Cost Accounting
b) Financial Accounting
c) Management Accounting
d) Money and Financial System

14. Leadership Positions : Head of the Department, Commerce, Convenor, IQAC Convenor, Discipline Committee.

15. Computer Skills : Working Knowledge in -MS Office (Word, Excel and Power Point) and Internet.

16. Workshops/ Seminars/ Conferences - Participations/Presentations:

- Presentation - Two day International Conference on Attainment of Organizational Excellence through ECC condition, ICMABMS 2014, 28th and 29th November, 2014, BIMTECH, Bhubaneswar.
- Presentation - Two-day National Conference on “Unethical issues of Advertisements and its impact on Children: An Exploration, Consumerism in India”, during 9th and 10th October, 2014, KMCPGS, Puducherry.
- Presentation - One-day National Seminar on “Job Satisfaction and Organizational Commitment of the Co-operatives sector in Pondicherry-A study”, CO-OP FEST-2014 on 27th August, 2014, Tiruppur Kumaran College for Women.
- Presentation - Two-day National Conference on “The Impact of Human Resource Management (HRM) Practice in the UT of Pondicherry (Co-operative Sector in Pondicherry only), Corporate Sustenance - Planet, People & Profit”, during 25th and 26th July, 2014, BGCW, Pondicherry
- Presentation - Two-day National Conference on “Comparative Studies on the Spot and Future Closing Price of USD/INR, Currency FOREX Derivates”, during 16th and 17th March, 2012, Department of Commerce, SOM, Pondicherry University.
- Presentation - One-day National Seminar on “The lacunas of Contemporary Examination System: An Investigation, Examinations: Do they really examine?” on 23rd March, 2009, TAC, Puducherry.
- Presentation - Two-day State level Conference on “E-commerce Marketers skills and attitude, IT Boom in Contemporary Trade & Commerce”, during 2nd and 3rd March, 2001, Department of Commerce, Cardamom Planters’ Association College.

- Presentation - Two-day National conference on “What WTO can do for the Developing Countries, WTO Agreements-Prospects & Challenges”, during 23rd and 24th February, 2001, Department of Commerce, St. Joseph’s College, Trichirapalli.
- Presentation - Two-day National Conference on Prospects of Info-Technology of Business in India, Commerce Education in the New Millennium, during 10th and 11th February, 2000, Department of Commerce, Pondicherry University.
- Presentation - One-day State level Seminar on “Commerce Graduates and Professional Courses, Placement Opportunities for Commerce Graduates”, on 22nd October, 1999, Department of Commerce, Nehru Memorial College, Puthanampatti-621007.

17. Publications:

- “Exploration of Prime Factors towards Organizational Commitment” in Indian Streams Research Journal, Vol. 4, Issue 12, January, 2015, pp.1-6.
- “Emotional Intelligence of ‘Satyamev Jayate’ has composed Indians, Socially Intelligent” in Golden Research Thoughts, Vol. 4, Issue 3, September, 2014, pp.1-4.
- “Job Satisfaction and Organizational Commitment of the Co-operative Sector in Pondicherry – A Study” in National Seminar on Co-operative Enterprises for Sustainable Development, August, 2014, pp. 115.
- “The Impact of Human Resource Management (HRM) Practice in the UT of Pondicherry (Co-operative Sector in Pondicherry only)” in UGC Sponsored Two-Day National Conference on Co-operative Enterprises for Sustainable Development, August, 2014, pp. 115.

18. Extra-Curricular Achievements/Cultural/Sports/Any other : Nil

1. Name and Designation : Mr. K.Narayanan,
Assistant Professor
2. Residential Address : No. 11, 4th Cross Street, Rajaji Nagar
Lawspet, Puducherry – 605 008.
Landline: 0413-2250727
Mobile: 9790283286/9443602144
Email : pvknaray@gmail.com
3. Date of Birth : 12-04-1978
4. Marital Status : Married
5. Initial Appointment : 27-02-2014
6. Educational Qualifications : M.Com., M.F.M., M.B.A., M.Phil.
7. NET/SLET/OTHERS : NET & SET-Commerce and
Management
8. Academic Awards/Achievements: Awarded for Best presentation in
National seminar “Eco friendly Inks”
9. Ph.D. Thesis Title : Pursuing
10. M.Phil. Thesis Title : “ Job satisfaction of Professionals”
11. Professional Experience : Teaching Experience - 1 Year
12. Area of Specialisation : a) Human Resource Management
b) Marketing
13. Subjects Taught : a) Business Management
b) Business Law
c) Company Law
d) Auditing
e) Management Accounting
14. Leadership Positions : Nil
15. Computer Skills : HDSE (Higher Diploma in Software
Engineering), APTECH.

16. Workshops/ Seminars/ Conferences - Participations/Presentations:

- Presentation –National seminar on Eco friendly Inks, Consumerism in India, during 9th and 10th October, 2014, KMCPGS, Puducherry.
- Presentation –National seminar on MSMEs in India, Finance for MSME, KMCPGS, Puducherry.

17. Publications:

- “Financial Inclusion - Bank the Unbanked” in M-Infiniti Journal of Management, Vol. 6, Issue 2; December 2013; ISSN: 0973-7197, pp. 54, 2013.
- “Micro Finance – A Gap Filler” in International Journal of Management & Behavioural Sciences, Vol. 5, December 2013; ISSN 2278-5671, Pg. 254.
- “UGC NET and SET Paper 1- Ready Point Reference” in ISBN No.81-87299-76-2; First Edition- June 2012, The Pondicherry Co-operative Book Society P.732.
- Supplementary edition published in June 2015.

18. Extra-Curricular Achievements/Cultural/Sports/Any other: Nil

- 1. Name and Designation** : Ms. V.Jeevalakshmi,
Assistant Professor
- 2. Residential Address** : No:19, Middle Street, First cross,
Murungapakkam,
Puducherry – 605004.
Landline: 0413-2238529
Mobile: 9600669477
Email: jeevalakshmi.vasu@gmail.com
- 3. Date of Birth** : 21-09-1988
- 4. Marital Status** : Unmarried
- 5. Initial Appointment** : 27-02-2014
- 6. Educational Qualifications** : M.Com.,M.Phil.
- 7. NET/SLET/OTHERS** : NET – Commerce
- 8. Academic Awards / Achievements:**
- Awarded VenkadasubbaReddiar Gold Medal in M.Com. (Business Finance) in Pondicherry University, May 2011.
 - Awarded First Class with Distinction in B. Com. in Bharathidasan Government College for Women, Puducherry, May 2009.
- 9. Ph. D. Thesis Title** : Nil
- 10. M.Phil. Thesis Title** : “Determinants of Corporate Debt Maturity Structures in India”
- 11. Professional Experience** : Teaching Experience - 1 Year
- 12. Area of Specialisation** : a) Human Resource Management
b) Marketing
- 13. Subjects Taught** : a) Business Management
b) Business Law
c) Company Law
d) Auditing
e) Management Accounting

- 14. Leadership Positions** : Nil
- 15. Computer Skills** : Nil
- 16. Workshops/ Seminars/ Conferences - Participations/Presentations:** Nil
- 17. Publications:**
- Published a research paper entitled “Mechanics of Corporate Debt Maturity Structure in India” in a Two-day conference on Debt & Debt Derivatives Market conducted by Department of Commerce in Pondicherry University, held on 23rd and 24th January, 2014.
- 18. Extra-Curricular Achievements/Cultural/Sports/Any other:** Nil

1. Name and Designation : Dr. A. Senthamil Raja,
Assistant Professor
2. Residential Address : No. 296/A2, K. K. Nagar
Silaiman (Post),
Madurai. (Dist)-625201
Mobile: 9994499579
Email: akthamizh@gmail.com
3. Date of Birth : 17-02-1980
4. Marital Status : Unmarried
5. Initial Appointment : 27-02-2014
6. Educational Qualifications : M.Com., M.Phil. Ph.D
7. NET/SLET/OTHERS : NET
8. Academic Awards/Achievements: Nil
9. Ph.D. Thesis Title : The Relationship between leadership
Styles and Follower Performance
(Evidence from Public and Private
Enterprises)
10. M.Phil. Thesis Title :
11. Professional Experience : Teaching Experience - 3 Years
12. Area of Specialisation : Personal Management
13. Subjects Taught : a) Business Management
b) Business Law
c) Company Law
d) Auditing
e) Management Accounting
14. Leadership Positions : Nil

15. Computer Skills : Working Knowledge in -MS Office (Word, Excel and Power Point) and Internet

16. Workshops/Seminars/Conferences - Participations/Presentations:

17. Publications:

List of Publication in National Journals:

- A. Senthamil Raja and T. Muthukumaran, “Micro Finance and Technology: Issues and Impact”, Al-Barkaat Journal of Finance and Management, Vol.1, (2), July, 2009.
- A. Senthamil Raja, K. Minija and Dr. P. Palanichamy, “Financial Inclusion of SHG Members through Micro Finance”, Annamalai Journal of Business Administration, Vol.1 pp.33-35, September, 2009.
- A. Senthamil Raja and S. Jackline, “Recent Trends in the NPA of Scheduled Commercial Banks”, The IASMS Journal of Business Spectrum, Vol.No.pp.16-35, July, 2010.
- A. Senthamil Raja and P. Palanichamy, “The Determinant of Optimum Leadership Style - An Empirical Analysis” Smart Journal of Business Management Studies, Vol.6, (2), pp.67-75, July - Dec 2010, ISSN: 0973-1598.
- A. Senthamil Raja, T. Muthukumaran and P. Palanichamy, “Commodity Derivatives Market in India - Regulation, Policy and Development”, Al-Barkaat Journal of Finance and Management, Vol.2, No.2, July, 2010.
- A. Senthamil Raja and P. Palanichamy, “A Socio Demographic Variable and Job Satisfaction - A Study at PONLAIT”, CAMS Journal of Business Studies and Research Vol.1, (4), October – December, 2010, pp.24-31.
- A. Senthamil Raja, T. Muthukumaran and P. Palanichamy, “Commodity Derivatives Market in India - Regulation, Policy and Development”, Al-Barkaat Journal of Finance and Management, Vol.3, No.1, January, 2011, pp.55-63.
- A. Senthamil Raja and P. Palanichamy, “Transformational Leadership and Employee Performance”, Journal for Bloomers of Research Vol.3, (2), February, 2011, pp.227-235. ISSN 0974-6838.

- A. Senthamil Raja and P. Palanichamy, “Socio Demographic and Leadership Style - A Link from Hotel Industry of Pondicherry”, SONA Global Management Review Vol.5, (3), February, 2011. ISSN 0973-9947.
- A. Senthamil Raja T. Muthukumaran and P. Palanichamy, “Impact of Global Financial Crisis on Indian Stock Market-An Analytical Study”, Asia-Pacific Business Review, Vol.VII, (2), April – June, 2011. ISSN: 0973-2470.
- A. Senthamil Raja and P. Palanichamy, “Leadership Styles of School Principals-An Examination at Madurai District”, SONA Global Management Review, Vol.5, (4), August, 2011. ISSN 0973-9947.
- A. Senthamil Raja, T. Muthukumaran and M. Rengasamy, “An Analytical Study of Macroeconomic Variables and Equity Returns in India”, The IASMS Journal of Business Spectrum, Vol.6, No.1, January, 2013. ISSN: 0974-8016.

List of Publication in International Journals:

- A. Senthamil Raja and Dr. P. Palanichamy, “Effectiveness of the Training and Development Programme in Improving the HRD: A CPCL Experience,”Advances in Management-International Peer Reviewed Monthly Journal, Vol.2, (7), pp.61- 65, July 2009.
- A. Senthamil Raja and P. Palanichamy, “The Relationship between Effective Leadership and Employee Performance” International Journal of Research in Commerce and Management, Vol.No.2(1), January 2011, pp.51-59,ISSN: 0976-2183.
- A. Senthamil Raja and P. Palanichamy, “The Relationship between Leadership Styles and Employee Performance” APJRM, Vol.2(1), January, 2011, pp.142-150, ISSN 2229-4104.
- A. Senthamil Raja and P. Palanichamy, “Leadership Styles and Its Impact on Organisational Commitment” Asia-Pacific Business Review, Vol.7 (3) July – September, 2011, pp.167-175, ISSN: 0973-2470.
- A. Senthamil Raja and P. Palanichamy, “Leadership Styles and Its Impact on Organisational Commitment” The Journal of Commerce, Vol. 3 (4) October, 2011, pp.15-23, ISSN: 2218-8118, 2220-6043.

- A. Senthamil Raja and P. Palanichamy, “A Study on Effectiveness of Training and Development in Hidesign Pondicherry” *The International Journal for Economics and Business Management*, Vol.1(1) December, 2011, pp.8-14, ISSN: 2250-2750.
- A. Senthamil Raja and P. Palanichamy, “Effective Leadership Styles and Organisational Effectiveness – A Cross Examination with Chief Executives and Executives of Public Sector Enterprises” *Saaransh RKG Journal of Management*, Vol.3(2), January, 2012, pp.19-25. ISSN: 0975-4601.
- A. Senthamil Raja and P. Palanichamy, “Effective Leadership Styles and Organisational Effectiveness”, *Prime Journal of Business Administration and Management*, Vol.(3), March, 2012, pp.497-504. ISSN: 2251-1261.

List of Publication in Edited Books:

- T. Muthukumar, A. Senthamil Raja and P. Palanichamy, “Commodity as an Investment Class”, *Derivatives Trading and Risk Management*, edited by Prof. P. Palanichamy and V. Shanmugam Chief Economist MCX, Serial Publications, New Delhi, 2009, pp.635-649.
- T. Muthukumar, A. Senthamil Raja and P. Palanichamy, “A Case Study of the Indian Financial Derivatives Market” *Financial Derivatives Market and Application*, edited by Prof. P. Palanichamy, Serials Publication, New Delhi, 2011, pp.42-54. ISBN 978-81-89630-33-1.
- A. Senthamil Raja and P. Palanichamy, “Causal Relationship between Stock Markets Returns and the Global Spot Markets Returns” *Research in Financial Derivatives Commodity, Equity, Currency Interest Rate* edited by Prof. P. Palanichamy and V. Shunmugam Chief Economist MCX, GRP (Global Research Publications), New Delhi, 2011, pp.308-321. ISBN 978-81-8387-482-3.
- A. Senthamil Raja and S. Jackline, “Customer Satisfaction towards ICICI Bank Account” *Indian Banking System*, edited by Prof. Rais Ahmad, A Mittal Publications, New Delhi, 2013, pp.433-440. ISBN 81-8324-430-0. (Part-2).
- A. Senthamil Raja and P. Palanichamy, “E-Banking - A Theoretical Perspective” *Indian Banking System*, edited by Prof. Rais Ahmad, A

Mittal Publications, New Delhi, 2013, pp.847-856. ISBN 81-8324-430-0.
(Part-4).

- A. Senthamil Raja and P. Palanichamy, “Motivation and Job Satisfaction-Relationship and It’s Implication: A Case Study with Special Reference to PONLAIT” Agri-Business and Rural Management, edited by Prof. Rais Ahmad, A Mittal Publications, New Delhi, 2013, pp.1701-1710. ISBN 81-8324-392-4.(Part-6).

List of Publication in International Conference Proceedings:

- Dr. P. Palanichamy and Senthamil Raja. A, “Leadership Styles and Its Impact on Job Satisfaction”,Review of Business & Technology Research (RBTR), Vol.3, (1), pp. 101-108, (2010), ISSN 1941-9414.
- A. Senthamil Raja and P. Palanichamy, “Leadership Styles and Employee Performance: Is there a Link?” International Colloquium on Business Management-2011, ISBN 978-0-9864591-7-8.
- A. Senthamil Raja and P. Palanichamy, “Impact of Transformational Leadership and Employee Performance” International Management Conference(IMac 2011), ISBN 978-983-9842-48-7.

18. Extra-Curricular Achievements/Cultural/Sports/Any other: Nil

1. Name and Designation : Dr. V. Veeraperianayagi,
Assistant Professor
2. Residential Address : No. 19, Kalam Street, Sarigai Nagam
Thattansavady (Post), Puducherry
Mobile:9442085501
Email: yeshejou@gmail.com
3. Date of Birth : 28-06-1974
4. Marital Status : Married
5. Initial Appointment : 22-01-2001
6. Educational Qualifications : M.Com., M. Phil., Ph.D
7. NET/SLET/OTHERS : Nil
8. Academic Awards/Achievements: Nil
9. Ph. D. Thesis Title : “A Study on Perception of
Employees of Private Sector
Organizations inPuducherry”
10. M. Phil. Thesis Title :
11. Professional Experience : Teaching Experience - 14 Years
12. Area of Specialisation : Industrial Disputes and Interpersonal
Relationship
13. Subjects Taught : a) Business Management
b) Business Law
c) Company Law
d) Auditing
e) Management Accounting
14. Leadership Positions : Nil
15. Computer Skills : Working Knowledge in -MS Office
(Word, Excel and Power Point) and
Internet

16. Workshops/Seminars/Conferences-Participations/Presentations:

17. Publications:

List of Publication in National Journals:

- V.Veeraperianayagi, “Recent Trends in Human Resource Management Practices and Problems in Textile Industries in India”, Nehru Journal of Management and Research, Issue- 3, Volume–II, June 2011, ISSN 2230-7974.
- V.Veeraperianayagi, “A Study on Perception of Employees on Industrial Disputes of Private Sector Organisations in Puducherry”, International Journal of Functional Management, Issue No.2, Vol-6, ISSN-2319-1406.

List of Publications in Edited Books:

- V.Veeraperianayagi, “Recent Trends in Mutual Fund Investment in India”, International Conference, 26 Aug 2011, ISBN-81-88223-00-X.
- V.Veeraperianayagi, “Talent Management in the Present Day Scenario”, National Conference on Revitalizing Global Business, ISBN-819222211-X.
- V.Veeraperianayagi, “Emerging Trends in Human Resource Practices in Textile Industries in Puducherry”, National Conference on Revitalizing Global Business, ISBN-819222211-X.
- V.Veeraperianayagi, “Employee Retention Strategies in Private Sector”, National Conference on Revitalizing Global Business, ISBN-819222211-X.
- V.Veeraperianayagi, “E-Commerce in Canada”, Canadian Studies in India-2012, ISBN 978-93-81031-97-1.

18. Extra-Curricular Achievements/Cultural/Sports/Any other: Nil

1. Name and Designation : Mrs.R. Malarvijy,
Assistant Professor
2. Residential Address : No. 15, Kanthan Thottam Street,
Pudupet, Lawspet,
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Mobile: 9486365838
Email: rmalarvij28@gmail.com
3. Date of Birth : 28-03-1976
4. Marital Status : Married
5. Initial Appointment : 05-02-2001
6. Educational Qualifications : M.Com., M.Phil.
7. NET/SLET/OTHERS : Nil
8. Academic Awards / Achievements: Nil
9. Ph.D. Thesis Title : Pursuing
10. M.Phil. Thesis Title : “Impact Advertisements on
Consumer Buying Behaviour
towards Facial Skill care Products”
11. Professional Experience : Teaching Experience - 13 Years
12. Area of Specialisation : Marketing
13. Subjects Taught : a) Business Management
b) Business Law
c) Company Law
d) Auditing
e) Management Accounting
14. Leadership Positions : Nil
15. Computer Skills : Working Knowledge in -MS Office
(Word, Excel and Power Point) and
Internet

16. Workshops/Seminars/Conferences-Participations/Presentations:

17. Publications:

List of Publications in Journals:

- R. Malarvijy, Performance Analysis of Human Resource Accounting, “M-Infinity Journal of Management”, Published by Sri Sai Ram Institute of Management Studies, Vol-5, Issue – 2, ISSN 0973-7197.

List of Publications in Edited Books:

- R. Malarvijy, HRIS, “Revitalising Global Business – Issues, Challenges And Strategies”, Manibharati Publishers, ISBN 819222211 – X.
- R.Malarvijy, Reporting, “Revitalising Global Business – Issues, Challenges and Strategies”, Manibharathi Publishers, ISBN 819222211–X.
- R.Malarvijy, Human Resource Accounting, “Revitalising Global Business – Issues, Challenges And Strategies”, Published By Manibharathi Publishers, ISBN 819222211 – X.
- R. Malarvijy, “Impact of Advertisement on Consumer Buying Behaviour Towards Facial Skin Care Products: Quality Changes Though Research Experiences, Expectations And Enhancement”, Dr. N.G.P College of Education &Dr. N.G. Parts and Science College, Coimbatore-641048. Tamil Nadu, India. First edition, ISBN 978-81-920808-5-7.

18. Extra-Curricular Achievements/Cultural/Sports/Any other: Nil



**DEPARTMENT OF
CO-OPERATIVE MANAGEMENT**

DEPARTMENT OF CO-OPERATIVE MANAGEMENT

The Department of Co-operative Management was established in the year 1995. It offers B.Com.(Co-operative Management) in semester pattern. The Department has two faculty members with subject specialization of Co-operative Management. The two Assistant Professors are Ph.D. holders in this discipline. The students are admitted in the course as per the norms prescribed by the Government of Puducherry.

1. **Name of the Department** : B.Com. (Co-operative Management)
2. **Year of Establishment** : 1995
3. **Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D. etc.)** : Undergraduate
4. **Names of Interdisciplinary courses and the departments/units involved** : Tamil, English, Economics, Mathematics, Computer Science
5. **Annual/semester/choice based credit system (Programmewise)** : Semester System
6. **Participation of the department in the courses offered by other departments** : B.Com.
7. **Courses in collaboration with other Universities, Industries, Foreign Institutions, etc.** : Nil
8. **Details of courses/programmes discontinued (if any) with reasons** : Nil
9. **Number of Teaching posts** :

Name of the Post	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Assistant Professors	2	2

10. Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt. /Ph.D./M.Phil.etc.):

Sl. No.	Name	Qualification	Designation	Experience	Specialization
1.	Dr. R. Veluraj	M.A., M.B.A., M.Phil., Ph.D.	Asst. Professor & Head	14 Years	Co-operative Management and Banking
2.	Dr. P. Selvaraju	M.A., M.B.A., M.Phil., P.G.D.C.A., Ph.D.	Asst. Professor	8 Years	Co-operative Banking (Credit Co-operatives)

- 11. List of senior visiting faculty** : Nil
- 12. Percentage of lectures delivered and practical classes handled (programmewise) by temporary faculty** : Not Applicable
- 13. Student-Teacher Ratio (programmewise)** : 30:1
- 14. Number of academic support staff (technical) and administrative staff; sanctioned and filled** : Not Applicable
- 15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil./PG** : 2-Ph.D.s
- 16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received** : Nil
- 17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:** Nil
- 18. Research Centre/facility recognized by the University** : Nil

19. Publications:

Publication per faculty:

Dr. R. Veluraj

1. Number of papers published in peer reviewed journals (national/international): 20

❖ Chapter in Books: 06

❖ Books with ISBN/ISSN numbers with details of Publishers: 01

Dr. P. Selvaraju

2. Number of papers published in peer reviewed journals (national/international): 10

- 20. Areas of consultancy and income generated** : Nil
- 21. Faculty as members in (a) National committees (b) International Committees (c) Editorial Boards** : Nil
- 22. Student projects**
- a) Percentage of students who have done in-house projects including inter departmental/ programme : Nil
- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies : Nil
- 23. Awards/Recognitions received by faculty and Students:**
1. Awards/Recognitions received by Faculty :
- Given in the concerned Faculty Profile
2. Awards/Recognitions received by Students :
- The students of this Department have been awarded Gold Medals for the past 4 consecutive years by Pondicherry University for securing first rank at the university level. The names of students who were awarded Gold Medals are given below:
- | | | |
|----|---------------------------|--------|
| 1. | A.Senthil Kumar | - 2009 |
| 2. | T.Jegadeeswari | - 2010 |
| 3. | S.Sabitha | - 2011 |
| 4. | S. Trinite Marie Sandrine | - 2012 |
- 24. List of eminent academicians and scientists/visitors to the department:**
- Mr. R. Marudai, Managing Director, The Pondicherry Co-operative Handicrafts Federation, Government of Puducherry.
- Dr. P. Natarajan, Director, Directorate of Distance Education and Head of the Department of Commerce, Pondicherry University.
- Mr. R. Muralidaran, Deputy Registrar of Co-operative Societies, Government of Puducherry.
- 25. Seminars/Conferences/Workshops organized & the source of funding:**
1. One-Day Workshop on Interview Techniques – Special Component Plan Fund, Government of Puducherry.

2. One-Day Seminar on 97th Constitutional Amendment on Co-operatives, Funding from the College.

26. Student profile programme/coursewise:

Name of the Course/Programme (Refer question No. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.Com. (C.M.) 2011	The aspiring candidates may submit their applications to CAPASC	40	27	13	85.18
B.Com. (C.M.) 2012		40	23	17	68.00
B.Com. (C.M.) 2013		40	23	17	41.37
B.Com. (C.M.) 2014		40	24	16	46.87

***M=Male;*F=Female.**

27. Diversity of Students:

Name of the Course	% of Students from the same State	% of Students from other States	% of Students from Abroad
B.Com (C.M.) 2010	100%	-	-
B.Com (C.M.) 2011	100%	-	-
B.Com (C.M.) 2012	95%	5%	-
B.Com(C.M.)2013	100%	-	-

- 28. How many students have cleared national and State Competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? :** Nil

29. Student progression (2010-11 – 2012-13 Batch):

Student progression	Against % enrolled
UG to PG	32.5%
PG to M.Phil.	-
PG to Ph.D.	-
Ph.D .to Post-Doctoral	-
Employed • Campus selection • Other than campus recruitment	67%
Entrepreneurship/Self-employment	10%

30. Detailsof Infrastructuralfacilities:

- a) Library : Nil
b) InternetfacilitiesforStaff&Students : Nil
c) Class rooms with ICT facility : Nil
d) Laboratories : Nil

31. Numberofstudentsreceivingfinancial assistancefromcollege,university, Governmentorotheragencies

: 20

32. Detailsonstudentenrichmentprogrammes(SpecialLectures/Workshops/ Seminar)withExternalexperts:

1. One-Day Workshop on Entrepreneurship Development.
2. One-Day Seminar on Entrepreneurial Motivation.
3. One-Day Seminar on Business Plan Preparation for Entrepreneurs.
4. One-Day Workshop on Interview Techniques.
5. One-Day Seminar on 97th Constitutional Amendmenton Co-operatives.

33. TeachingmethodsadoptedtoimprovestudentLearning:

- Lecture method and participatory approach.
- Field Observation and Internship programme.
- Using ICT enabled materials.
- Supply of notes based on the units constricted in the syllabi.
- Special attention for slow learners.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

es:

- Students are taking part in NCC, NSS, RRC, Environmental Camp, Your Voice Cell, etc.
- Participation in the sector oriented programmes/events organized by the official of the Co-operative Department, Government of Puducherry.

35. SWOC Analysis of the Department and Future plans :

Strengths:

- Practical training/on the job training -internship as a part of course curriculum (Phase I & Phase II)
- Scope for formation of co-operative societies on various kinds by the students
- The students of this course have a chance to enter into threefold aspect of job market/economy namely Co-operatives, Commerce and Management.
- University Rank and Gold Medal by the students every year.
- Permanent staff members with Ph.D.

Weaknesses:

- The Department lacks ICT enabled class rooms
- There is no separate computer based MIS /data base management for the Department
- In order to enrich and design the need based curriculum, there is no separate Board of Studies for the discipline of Co-operative Management in the affiliating University.

Opportunities:

- After successful completion of the course, there is a lot of scope in getting enrolled in professional courses like M.Com.(C.M.), M.B.A., M.C.A., ICAI., ICWAI., ACSI., etc.,
- Scope to get reservation for the students of this course in jobs of Co-operative Department and Co-operative Societies.

- The students of this course have to undergo practical training/on the job training as a part of course curriculum (Phase I & Phase II – Refer Syllabus) which exempts them from appearance in Diploma in Co-operation as a compulsory requirement for appointment of candidates in co-operative department as well as co-operative societies.
- The curriculum inculcates in the young Co-operators the desire to form New Generation Co-operatives (NGC) in their surrounding and region.
- Chance to carry out the extension activities on the line of extending the benefits of this course and the values of co-operation to general masses, rural areas, students of schools and colleges, co-operative societies, etc., so as to make them aware of socio-economic organisation i.e., Co-operative Enterprises.

Challenges:

- Most of the students are from Tamil medium schools and are from poor and rural background. Many of them are First Generation Learners belonging to Lower Income Groups. Equipping them with good academic record and making them meet the challenges of this emerging competitive world is a very challenging task.
- There is no Continuous Internal Assessment (CIA) system for the students under university examination reforms.

Future plans:

- Organizing Seminars/Workshops/Conferences/Symposiums with financial assistance from UGC and sector oriented National/International level funding organisations like NUCI, NCDC, IFFCO, KRIBHCO, SCU, ICA, ICA-AP etc.,
- To enable ICT class room teaching
- To facilitate employment opportunities at maximum level through the College Placement Cell and to focus sector oriented openings.
- To establish separate Department Library
- To facilitate the Department personnel to conduct Extension Programme/Consultancy services/Research related activities in order to rejuvenate and revamp the Co-operative sector and their beneficiaries in the Union Territory of Puducherry.

FACULTY PROFILE

1. Name and Designation : Dr. R. Velu Raj,
Asst. Professor & Head
2. Residential Address : 75, Mahathma Gandhi Street,
Ganapathy Nagar, Murungapakkam
Puducherry-605 007
Mobile: 9443601531
3. Date of Birth : 03-12-1974
4. Marital Status : Married
5. Initial Appointment : 06-11-2003
6. Education Qualifications : M.A.(Co-op.), M.Phil., M.B.A., Ph.D.
7. NET/SLET/Others : SLET
8. Academic Awards/Achievements:
 - Merit award for securing First Rank in Accountancy at St. Mary's Hr. Sec. School, Dindigul, Tamilnadu.
 - Canara Bank Gold Medal for securing First Rank in Bachelor of Co-operation Degree Course.
 - Gandhigram Rural University Gold Medal for securing First Rank in M.A. in Co-operative Management Degree Course.
 - Tamilnadu State Co-operative Union Gold Medal for securing First Rank in M.A. in Co-operative Management Degree Course.
9. Ph.D. Thesis Title : "A Study on Product Profitability
of the Pondicherry Central Land
Development Bank"
10. M.Phil. Thesis Title : "Micro Credit Operations of Urban
Co-operative Banks in Coimbatore
District"
11. Professional Experience : 14 Years

12. Area of Specialization : Co-operative Management and Banking
13. Subject Taught : a) Principles and Practice of Co-operation
b) Co-operative Audit/Accounting
c) Co-operative Mgt. & Administration
d) Co-operative Credit and Banking
14. Leadership Positions : Heading the Department of Co-operative Management
15. Computer Skills : PGDCA
16. Workshops/Seminars/Conferences-Participations/Presentations:
17. Publications:
- Velu Raj. R., “For the Motion: In the opinion of the House, Member Controlled Co-operatives can alone Ensure Growth and Sustainability”, Resume of Inter-University National Debate on Cooperation (33rdEnglish & 16thHindi), National Co-operative Union of India, 1997-98, Pp-9.
 - VeluRaj.R., “Welfare of the Blinds: Need of the Hour”, Rural India, Sep.1999, Pp220-222.
 - Velu Raj. R., “Lending Operations of Primary Agricultural Co-operative Banks in Rural Areas”, The Tamil Nadu Journal of Cooperation, Mar.2000, Pp27-31.
 - Velu Raj. R., “Capital Investment Practices: A Case Study of South India Co-operative Spinning Mills Limited, Pettai”, Co-operative Perspective, Oct- Dec 2000, Vol.35(3), Pp 66-77.
 - VeluRaj.R, “Failure of Welfare Programmes?” Annual Magazine, Dr.R.K.S.College, Jan 2001, Pp101-102.
 - Velu Raj. R., “Capital Investment Practices: A case study of Co-operative Spinning Mills Limited”, Journal of Extension and Research, Jan 2001, Vol.3(1&2), Pp 93-100.
 - Velu Raj. R., “Emerging Need of Co-operative Education in Changing Scenario”, The Tamil Nadu Journal of Co-operation, Mar.2001, Pp 44-52.

- VeluRaj. R., “Self Help Groups: An Alternative Approach to Empower Rural Women” The Tamil Nadu Journal of Co-operation, June 2001, Pp25-29.
- Velu Raj. R., “Potentiality of Banks at the Grassroots: An assessment”, Co-operative Perspective, April-June, 2002, Pp1-8.
- Velu Raj. R., "Fundamental Management Dimensions of Co-operatives: An Analysis of Major Imperative Issues", Indian Co-operative Review, June 2003, Pp 239-247.
- Velu Raj.R., “Essential Management Strategies for Co-operative Enterprises and Organizations in the Era of Open Market Economy”, The Co-operator, Sep.2003, Pp 88-91.
- Velu Raj. R., “Management Strategies for Co-operatives- Essence and Application for Sound Business,” The Tamil Nadu Journal of Cooperation, Jan.2004, Pp 19-23.
- Velu Raj. R., “Computerization and Networking (MIS) of Dairy Co-operative Organizations in Tamilnadu, The Tamil Nadu Journal of Cooperation, Mar.2004, Pp 25-32.
- Velu Raj. R, “Profitability Analysis of Pondicherry State Co-operative Bank – A Study”, Journal of Banking and Finance, Feb.2005, Pp 09 -15.
- Velu Raj. R, “Role of Computer Business Centre: A Case Study of PCCS”, Indian Co-operative Review, Apr.2007, Pp 45-48.
- Velu Raj. R, “New Business Strategy to Co-operatives”, The Tamil Nadu Journal of Cooperation, Nov.2007, Pp 22 -27.
- Velu Raj. R, “A Study on Product Profitability of the Pondicherry Co-operative Central Land Development Bank”, Land Bank Journal, Dec.2011, Pp 05 -20.
- Velu Raj. R, “Marketing Mix Strategies: A Study of Ponlait Parlours in Puducherry Region”, Journal of Indian Management and Strategy, Jan.2013, Pp 29 -35.

List of Publications in International Journals:

- Velu Raj. R, “Profitability of ICICI Bank”, International Journal of Commerce, Management and Economics, May, 2011, Pp 32 -38.

List of Publications in National Conference Proceedings:

- Velu Raj. R, “Transformation of Informal Co-operatives into Formal Co-operatives: An Insight”, National Conference on Emerging Issues and Challenges in Management, Dept. of Management Studies, PSNA College of Engineering and Technology, Dindigul, Tamilnadu in association with Madurai Management Association and Quality Circle Forum of India, Madurai Chapter, 2007, Pp 122-127.

List of Publication in Edited Books and in Books:

- Velu Raj. R, “Tree Growers Co-operatives”, Environmental Issues, June 2003, Pp 167 – 170, ISBN: 81-7510-163-6, Reliance Publishing House, New Delhi -110 008.
- Velu Raj. R, “Development of Women Entrepreneurship through Industrial Co-operative Society”, Rural Labour Market, May 2005, Pp 224-265, ISBN: 978 81 86771 67 9, Serials Publications, New Delhi- 110 002.
- Velu Raj. R, “Business Diversification of PCWSs: A Paradigm Shift”, Management of Consumer Co-operatives, Nov 2007, Pp 124-136, ISBN: 978 81 83871 45 7, Serials Publications, New Delhi- 110 002.
- Velu Raj. R, “Why should Informal Co-operatives (SHGs) Tread Carefully?: Lessons from Formal Co-operatives”, Innovative Management Strategies for Emerging Business Paradigms, Volume 2, 2012, Pp 17F – 18F, ISBN: 978 81 909038 1 3, S.P. Samy Publications, Kumbakonam- 612 001.
- Velu Raj. R, “Agricultural Co-operatives in Food Security Management”, Food Security – Facts and Issues, 2014, Pp 165-177, ISBN: 978 93 5056 419 6, Discovery Publishing House Pvt. Ltd, New Delhi- 110 002.
- Velu Raj. R, “Dynamics of Co-operative Model: An Intervention of Social Legislation and Human Rights”, Co-operative Enterprises for Sustainable Development, Aug 2014, Pp 59-63, ISBN: 978 93 83459 68 1, Bonfring, Coimbatore-641 012.

Publication of Book:

- Velu Raj. R, “Funds Management: A Case of Co-operative Bank”, Lambert Publishing Co., 2012.

18. Extra-Curricular Achievements/Cultural/Sports/Any other: Nil

1. Name and Designation : Dr. P.Selvaraju, Asst. Professor
2. Residential Address : 75, Mahathma Gandhi Street,
Ganapathy Nagar, Murungapakkam
Puducherry-605 007
3. Date of Birth : 20-05-1981
4. Marital Status : Married
5. Initial Appointment : 27-02-2014
6. Education Qualifications : M.A.(Co-op.), M.Phil., M.B.A.,
PGDCA, Ph.D.
7. NET/SLET/Others : Nil
8. Academic Awards/Achievements :
 - Awarded Kamarajar Endowment Scholarship for Academic Performance (UG Rank Holder) 2002 by the Bharathiar University, Coimbatore-46. Ref: R.Dis.No.657/A1/2002.
 - Appreciation Certificate for Rank holder in M.A. Co-operation, Sri Ramakrishna Mission Vidyalaya College of Arts and Science, Coimbatore-641020.
 - Awarded 'J.J Goodwin Scholarship for 2001-2002' (Won First Prize: Essay Competition for College Students) from Ramakrishna Mission, Belur Math, Howrah, West Bengal-711 202.
 - Achieved the 'Award for Human Excellence -2013' for Overall Performance in academic activities by Ramakrishna Mission, Belur Math, Howrah, West Bengal-711 202.
 - Best out Going Student for the academic year 2003-14 by Sri Ramakrishna Mission Vidyalaya College of Arts and Science, Coimbatore-641020.
 - State Level Winner (First Place) - Hero for the Youth Swami Vivekananda, State Level Youth Personality Camp - 2002 at Kanyakumari organized by Vivekananda Academy for Cultural Studies (VACS) - Vivekananda Kendra, Kanyakumari-628 003.
 - State Level Winner (Second Place) - Swami Vivekananda at Kanyakumari, State Level Youth Personality Camp - 2003 at Kanyakumari organized by

Vivekananda Academy for Cultural Studies (VACS) -Vivekananda
Kendra, Kanyakumari-628 003.

9. Ph.D. Thesis Title : “A Study on Non-Performing Assets (NPA) of Urban Co-operative Banks (UCBs) in Coimbatore District, Tamilnadu State”
10. M.Phil. Thesis Title : “Micro Credit Operations of Urban Co-operative Banks in Coimbatore District”
11. Professional Experience : 9 Years, 2 Months
12. Area of Specialization : Co-operative Banking (Credit Co-operatives)
13. Subject Taught : a) Principles and Practice of Co-operation
b) Co-operative Audit/Accounting
c) Co-operative Mgt. & Administration
d) Co-operative Credit and Banking
e) HRM in Co-operatives
14. Leadership Positions : Institutional Co-ordinator - RUSA
15. Computer Skills : PGDCA
16. Workshops/Seminars/Conferences/Symposium–Paper Presented:

International Level:

- Two-day International Seminar on Corporate Social Responsibility in the Globalised Scenario, “Community Development Programme and CSR- A Case Study of MALCO”, organised by the Department of Commerce, Holy Cross College, Tiruchirappalli-620 002, Tamil Nadu on 22nd, 24th January, 2009.
- Two-day International Conference on Micro Finance, “Micro Credit Operations of the Urban Co-operatives Banks in Coimbatore

District”,organised by the Department Commerce & School of Management, Pondicherry University on 22nd,24th January, 2010.

- Two-day 7th International Conference on E-Governance, “Presented my Ph.D. research work in the Doctoral Forum”, organised by the Indian Institute of Management (IIM), Bangalore, Karnataka on 22nd,24th April, 2010.
- Two-day International Conference on “Preparing World Class Teachers Through Online Education: The Future is Now!” organised by the Teaching of Online Banking-Need of the Hour, Sri Ramakrishna Mission Vidyalaya College of Education, Coimbatore-20 on 20th,21stApril, 2012.
- Two-day Conference on Economic Recession and Strategies for Co-operatives “The TCMS- Genius in Marketing Co-operatives”, organised by the Tiruppur Kumaran College for Women, Tiruppur- 641 on 6th,7thSeptember, 2012.
- One-day International Conference on Financial Services - Issues and Challenges“NPA: Financial Inclusion in Co-operative Banks - A Study from the Coimbatore District”, organised by the Department of Commerce, PKR Arts College for Women, Gobichettipalayam, Erode-638 476 on 13th August, 2013.
- One-day International Conference on “Global Economy and Economic Reforms in India Impact of Co-operative movement on Indian Economy with Statistical Background”, organised by the P.G. & Research Department of Commerce, Hindustan College of Arts and Science, Coimbatore on 7th February, 2014.
- One day International Conference on Global Finance: Issues and Challenges “Rural Financial System and Co-operatives in India: Challenges and Issues”, organised by the PG Department of Finance and Computer Applications S.N.R. Sons College, Coimbatore-641 006 on 27th August, 2014.

National Level:

- One-day National seminar on “Recent Trends in Insurance Sector, Non-Life Insurance - An Agency in it”, organised by the Gandhigram Rural University, Dindigul-624302, Tamil Nadu on 22nd November, 2006.

- Two-day National Seminar on Transforming The Indian Rural Economy Through Self-Help Groups – Issues and Challenges, “Micro Credit- A Lifeline for the Poor Settings”, organised by the Department of Cooperation, Vellalar College for Women, Erode-9, Tamil Nadu 8th and 9th February, 2007.
- Two-day National Seminar on Sustainable Rural Development Through Micro Credit, “NGOs-Gateway to Micro Finance”, organised by the Annamalai University, Annamalai Nagar - 608 002, Tamil Nadu on 7th and 8th May, 2007.
- One day Region Level Seminar on “Retail Sales Management and Customer Relationship Management”, organised by the Qualities, Duties and Responsibilities of Salesman, The Erode District Consumer’s Co-operative Wholesale Stores Ltd., Erode, Tamil Nadu on 21st July, 2007.
- Two-day National Seminar on “Co-operatives and Micro Finance- Cooperating Out of Poverty”, organised by the Micro Credit- A Historical Perspective, P.G & Research Department of Cooperation, organised by the Transquebar Bishop Manikam Luthern College (TBML), Porayar-609307, Nagai-Dt, Tamil Nadu on 23rd , 24th August, 2007.
- One-day National Seminar on “Globalisation - Light and Shades on Banking Sector”, Effects of Globalization on Urban Co-operative Banks in India, organised by the Department of Cooperation, Sri Ramakrishna Mission Vidyalaya CAS, Coimbatore-641 020 on 28th March, 2009.
- Two-day National Seminar on “Co-operative Banking in a Competitive Environment (Problem and Prospects)”, organised by the NPA-Notable Icon in Progressiveness of UCBs in India”, Vellalar College for Women, Erode-9, Tamil Nadu on 28th, 29th February, 2012.
- One-day National Seminar on “Impact of Euro-Zone Debt Crisis on the Indian Economy”, organised by the Impact of NPA on UCBs Sector in India, Vidyasagar College of Arts and Science on 27th February, 2012.
- One-day National Conference on “Innovative Management Practices for Global Competitiveness”, Green Banking Practices for Co-operative Finance, organised by the Department of Management, Sri Vasavi College, Erode on 21st December, 2012.

- Two-day National Seminar on “Co-operative Enterprises: Promoting Indian Economy”, Best Practices by TCMS, organised by the Department of Cooperation, Sri Ramakrishna Mission Vidyalaya CAS, Coimbatore-641020 on 21st, 22nd August, 2013.
- ICSSR Sponsored Two-Day National Seminar on “Non-Performing Assets of Indian Banking System”, “Pattern and Perceptions of Defaulted Member Borrowers of Urban Co-operative Banks (UCBs) in Coimbatore District, Tamilnadu - A Study”, organised by the Department of Commerce, PKR Arts College for Women on 23rd August, 2014.
- One-day National Seminar on Co-operative Enterprises for Sustainable Development “Basic Human Needs and Co-operative Enterprises in India - An Analysis”, organised by the TiruppurKumaran College for Women, Tiruppur- 641 on 27th August 2014.
- One-day National Conference on “Innovations in Banking” Kiosk: A Revolutionary New Face of Innovative Banking,” organised by the Department of Commerce (CA), Sri Ramakrishna Mission Vidyalaya CAS, Coimbatore-641 020 on 28th August, 2014.

Workshops/Seminars/Conferences/Symposium–Participated

International Level:

- International Workshop on Social Science Research Methodology, organised by the Social Science Research Forum, Sri Ramakrishna Mission Vidyalaya College of arts and Science (Autonomous), Coimbatore-641 020 on 24th February, 2014.

National Level:

- Seminar on Open Access Technology for Information Management, organised by the St. Joseph’s College, Tiruchirappalli-620 002 on 12th February, 2011.
- Workshop on Professionalizing Social Work Intervention in Disability Management, organised by the Department of Social Work, Sri Ramakrishna Mission Vidyalaya College of Arts and Science, Coimbatore-20 on 24th February, 2012.

- UGC Funded One Day Workshop on Examination Reforms, organised by the Sri Ramakrishna Mission Vidyalaya College of Arts and Science, Coimbatore-20 on 3rd March, 2012.
- Methodology and Computer Applications in Social Sciences Research, organised by the Department of Cooperation, Sri Ramakrishna Mission Vidyalaya College of Arts and Science, Coimbatore-20 on 15 March, 2012.
- UGC Sponsored Workshop on “Electronic Resources for Effective Teaching, organised by the Learning and Research”, Sri Ramakrishna Mission Vidyalaya College of Education, Coimbatore-20 on 4th May, 2013.

State Level:

- Seminar on Modernization of Co-operative Banks, organised by the TiruppurKumaran College for Women, Tiruppuron 1st March, 2008.
- Seminar on Reforms of Rural Credit Co-operatives with Special reference to the Recommendations of the Task Force on Revival of Rural Credit Institutions - Dr.A.Vaidyanathan Committee, organised by the P.G. and Research Department of Cooperation, Sri Ramakrishna Mission Vidyalaya College of Arts and Science, Coimbatore on 2 March, 2010.
- One-day Seminar on “Working with Persons with Disabilities”, organised by the Department of Social Work, Bharathiar University, Coimbatore on 14th September, 2012.
- Conference on “Synergies and Harmony between Indian Values and Modern Science”, organised by Sri Ramakrishna Mission Vidyalaya College of Arts and Science, Coimbatore-20 on 14th September, 2013.

17. Publications:

- “Non-Life Insurance—An Agency in it”, Tamil Nadu Journal of Cooperation, Tamil Nadu Co-operative Union, Chennai, July, 2008, Pp.65-69.
- “Micro Credit – A Historical Perspective” (Authored in a Book – Chapter:5) “Co-operatives and Micro Finance”, Serial Publications, Darya Ganj, New Delhi, 2009: ISBN: 978-81-8387-251-5, Pp.37-46.
- “Micro Credit Operations in Alleviation of Urban Poverty”, (Authored in a Book - Chapter: 5) Paradigms in Social Science Research- A New

Horizon, Authors Press, New Delhi, 2011: ISBN: 978-81-7273-581-4, Pp.151-155.

- “Micro Credit Operations of the Urban Co-operative Banks -A Case of Tamil Nadu State”, Indian Co-operative Review, National Co-operative Union of India (NCUI), New Delhi-110016, Vol.48, No.2, October 2011, Pp.113-123.
- “Community Development Programme and CSR: A Case Study of MALCO” (Authored in a Book - Chapter: 8), Professional Social Work – Perspectives on Practice and Extension, Authors Press, New Delhi-110016, 2012: ISBN: 978-81-7273-633-0, Pp.74-86.
- “TCMS: Genius in the Marketing Co-operatives”, article published in the Proceedings of International Seminar on Economic Recession and Strategies of Co-operatives, Department of Co-operation, Tiruppur Kumaran College for Women, Tiruppur. September, 2012, ISBN: 978-93-82 338741, 978-93-82338-74-1, Pp.106-110.
- International Year of Co-operatives-2013: A Reminder Again, Tamil Nadu Journal of Cooperation, Tamil Nadu Co-operative Union, Chennai, December, 2012.
- Best Practices by TCMS (Authored in a Book - Chapter: 3), Co-operative Enterprises: Promoting Indian Economy, Bonfring Publications, Coimbatore-641 012. ISBN: 9789382 338673, Pp.8-12. Year: 2013.
- Popular Branded Products of Indian Dairy Co-operatives, Tamil Nadu Journal of Cooperation, Tamil Nadu Co-operative Union, Chennai, February-2014, Pp.37-42.
- Ratio Analysis of “NPA Management of Urban Co-operative Banks (UCBs) in Coimbatore District - An Analytical Study”, Indian Co-operative Review, NUCI, New Delhi-10 016, April-2014, Vol.51, No.4, April-2014, Pp.274-288.
- “Basic Human Needs and Co-operative Enterprises in India – An Analysis”, published in Edited Book on Co-operative Enterprises for Sustainable Development, Department of Co-operation, TiruppurKumaran College for Women,Tiruppur, ISBN No. 9789383 459681, Page No: 107-114.

- “Pattern and Perception of Defaulted Member Borrowers of Urban Co-operative Banks (UCBs) of the Coimbatore District in Tamil Nadu- A Study, Indian Co-operative Review”, NUCI, New Delhi-110 016, July-2014, Vol.52, No.1, Pp.62-71.
- “2020 Vision for Co-operative Business Model - for All to Imbibe, The Co-operator”, NCUI, New Delhi-110 016, October 2014, Vol.52, No.4, Pp.09-12.
- “International Day of Co-operatives and its Background – For Co-operators”, Tamilnadu Journal of Cooperation, Tamil Nadu Co-operative Union, Chennai, November, 2014, Pp.12-18.
- “Rural Financial System and Co-operatives in India: Challenges and Issues”, published in the edited book with ISBN 978-93-5196-090-4 titled on Global Finance: Issues and Challenges, Published by P.G Department of Commerce, SNR Sons College, Coimbatore-641 006, January, 2015.
- “A Study on Working Performance of Urban Co-operative Banks” (UCBs) in Coimbatore District of Tamil Nadu, Indian Co-operative Review, NUCI, New Delhi-10 016, April-2015, Vol.52, No.4, Pp.303-309.

18. Extra Curricular Achievements/Cultural/Sports/Any other: Nil



**DEPARTMENT OF
BUSINESS ADMINISTRATION**

DEPARTMENT OF BUSINESS ADMINISTRATION

The Department of Business Administration was established in the year 2010 in the college. It offers B.B.A. in semester pattern. The Department has five faculty members. The student-teacher ratio of the department is 30:1. The students are admitted as per the Government norms. All the faculty members of the Department attend seminars, conferences and workshops, both at national and international levels.

1. **Name of the Department** : B.B.A.
2. **Year of Establishment** : 2010
3. **Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D. etc.)** : Undergraduate
4. **Names of Interdisciplinary courses and the departments/units involved** : Language - Tamil
English
Commerce, Mathematics,
Economics, Computer
Science.
5. **Annual/semester/choice based credit System (Programmewise)** : Semester System
6. **Participation of the department in the Courses offered by other departments:** a) Department of Commerce
b) Department of Co-operative Management
c) Department of Computer Science
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.** : Nil
8. **Details of courses/programmes Discontinued (if any) with reasons** : Nil
9. **Number of teaching posts** :

Name of the Post	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Assistant Professors	5	5

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D. Litt./Ph.D./M.Phil., etc.) :

Sl. No.	Name	Qualification	Designation	Experience	Specialization
1	Mrs. J. Poomagal	M.B.A., M.Phil., (Ph.D.) NET	Assistant Professor & Head i/c	3 Years	Human Resource Management
2.	Mr. P. Jayakumar	M.B.A., M.Com. B.Ed., M.Phil., (Ph.D.) NET	Assistant Professor	6 Years	Accounts, HR
3.	Mr. V. Ramesh Shankar	M.B.A., M.Phil., NET	Assistant Professor	4 Years	Finance, HR
4.	Ms. C. Vaigai	M.B.A., NET	Assistant Professor	4 Years	International Business
5.	Dr. S. Sudhakar	M.A., Ph.D.	Asst. Professor	2 Years	Co-operation Theory and Practices Marketing Management

- 11. List of senior visiting faculty** : Nil
- 12. Percentage of lectures delivered and practical Classes handled (programmewise) by temporary faculty** : Not Applicable
- 13. Student-Teacher Ratio (programmewise)** : 30: 1
- 14. Number of academic support staff (technical) and Administrative staff; sanctioned and filled** : Not Applicable
- 15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil./PG** : Ph.D-1, M.Phil-3, M.B.A-1
- 16. Number of faculty with ongoing projects from (a) National (b) International funding agencies and grants received** : Nil
- 17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received** : Nil
- 18. Research Centre/facility recognized by the University** : Nil
- 19. Publications:**

Publication per faculty:

1. Mr. J. Poomagal

- ❖ Number of papers published in peer reviewed journals (national / international):02

2. Mr. P. Jayakumar

- ❖ Number of papers published in peer reviewed journals (national / international):01

3. Mrs. C. Vaigai

- ❖ Number of papers published in peer reviewed journals (national / international): 01

4. Dr. S. Sudhakar

- ❖ Number of papers published in peer reviewed journals (national/international): 02
Chapter in Books : 03

20. Areasofconsultancyandincomegenerated : Nil

21. Faculty as members in (a) National committees (b) International Committees (c) Editorial Boards : Nil

22. Student projects

a)Percentage of students who have done in-house projects including inter departmental/ programme : Nil

b)Percentage of students placed for projects in Organizations outside the institution i.e. in Research laboratories/Industry/other agencies : Nil

23. Awards/Recognitions received by faculty and Students:

a)Awards/Recognitions received by Faculty: : Nil

b)Awards/Recognitions received by Students : Nil

24. List of eminent academicians and scientists/visitors to the department : Nil

25. Seminars/Conferences/Workshops organized & the source of funding : Nil

26. Student profile programme/course wise:

Name of the Course/Programme(Refer Question No.4)	Applications received	Selected	Enrolled		Pass percentage
			*M	**F	
BBA 2012-13	The aspiring candidates may submit their applications to CAPASC	30	17	13	88.88%
BBA 2013-14		30	19	11	73.9%

*M=Male;**F=Female.

27. Diversity of Students :

Name of the Course	% of Students from the same State	% of Students from other States	% of Students from Abroad
BBA 2010-11	96.29%	3.61%	-
BBA 2011-12	100%	-	-
BBA 2012-13	92%	8%	-
BBA 2013-14	90%	10%	-

28. How many students have cleared national and state Competitive examination such as NET, SLET, GATE, Civil services, Defense services, etc.? : Nil

29. Student progression (2010-11 – 2012-13 Batch) :

Student progression	Against % enrolled
UG to PG	30%
PG to M.Phil.	-
PG to Ph.D.	-
Ph.D. to Post-Doctoral	-
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	50%
Entrepreneurship/Self-employment	2%

30. Detail of Infrastructural facilities:

a) Library : Nil

- b) Internet facilities for Staff & Students : Nil
- c) Class rooms with ICT facility : Nil
- d) Laboratories : Nil

31. Number of students receiving financial assistance from college, university, Government or other agencies : 20 students

32. Detail on student enrichment programmes (Special Lectures/Workshops /Seminar) with external experts : Nil

33. Teaching methods adopted to improve student learning:

- Doubt clarification
- Lecture method
- Problem solving
- Management Games
- Providing notes, assignments
- Seminars on selected topics

34. Participation in Institutional Social Responsibility (ISR) and Extension activities :

- All the students are participating in NSS and NCC Programs at state level and national level.

35. SWOC analysis of the department and future plans:

Strength:

- All the teaching faculty are qualified and also show interest in upgrading their qualification
- Students are motivated to acquire various management skills through management games
- Students are motivated to pursue their higher studies
- B.B.A. Degree is offered only in this college to meet the professional requirements and to provide career opportunities to the rural students

Weaknesses:

- No Department library.
- Internet facility for staff/students not available at the Department Level.

Challenges:

- Low quality of standards due to rural population.
- Majority of students come from poor background and struggle to obtain good results.

Future Plans:

- To bring in PG course.
- Class room with ICT facilities.
- Seminars, Workshops and conferences will be conducted with the help of UGC Sponsors.
- Department Library.
- Increasing the possibility of getting employment through campus interview.

FACULTY PROFILE

1. Name and & Designation : Mrs. J. Poomagal
Asst. Professor & Head i/c
2. Residential Address : 46, Vivekananda Street,
Diwan Kandappa Nagar,
Nainarmandabam,
Puducherry – 605 004.
Mobile: 8870140294
Email: jpoomagal0606@gmail.com
3. Date of Birth : 14-06-1988
4. Marital Status : Married
5. Initial Appointment : 25-08-2011
6. Education Qualifications : M.B.A., M.Phil., (Ph.D.)
7. NET/SLET/Others : NET
8. Academic Awards/Achievements: Nil
9. Ph. D Thesis Title : Pursuing
10. M. Phil Thesis Title : “A Study of Work – Life Balance of Employees”
11. Professional Experience : 3 Years
12. Area of Specialization : Human Resource Management
13. Subject Taught : a) HRM, Research Methodology
b) EDP, Operations Management
c) Strategic Management
14. Leadership Positions : Head i/c of the Department
15. Computer Skills : Working Knowledge in MS office
16. Workshops/Seminars/Conferences-Participations/Presentations:

17. Publications :

- J. Poomagal, “A Study on Conflict between Career and Family among Women Employees”, International Research Journal on Multidisciplinary ISSN: 2250 – 1940, Vol. 2, Special Issue, Feb. 2013.
- J. Poomagal, “A Study on Knowledge Management of Employees” International Journal of Functional Management, ISSN: 2319 - 1406, Vol.1 (1), March-April 2013.

18. Extra-Curricular Achievements/Cultural/Sports/Any other : Nil

1. Name and & Designation : Mr.P. Jayakumar Asst. Professor
2. Residential Address : 46, Vivekananda Street,
DiwanKandappa Nagar,
Nainarmandabam,
Puducherry – 605 004.
Mobile: 9894910050
Email: jayakumar0502@gmail.com
3. Date of Birth : 05-02-1981
4. Marital Status : Married
5. Initial Appointment : 07-07-2012
6. Education Qualifications : M.B.A., M.Com., M.Phil.,B.Ed.,
(Ph.D.)
7. NET/SLET/Others : NET-Management, Commerce
SLET-Management
8. Academic Awards/Achievements: Nil
9. Ph.D Thesis Title : “A Study on E-HRM Practices in
PrivateIT Companies at Puducherry
Region”
10. M.Phil Thesis Title : “A Study on Welfare Measures”
11. Professional Experience : 6 Years
12. Area of Specialization : a) HR
b) Finance
13. Subject Taught : a) Financial Accounting
b) Financial Management
c) HRM, Research Methodology
d) EDP, Insurance Management
14. Leadership Positions : Nil
15. Computer Skills : Working Knowledge in MS office

16. Workshops/Seminars/Conferences-Participations/Presentations :

- Participation -Workshop on “Research Methodology” held on 19th and 20th March, 2012 conducted by Pondicherry University (Karaikal Campus), Karaikal.
- Participation - FDP on “Academic Leadership”held on 16th and 17th March, 2012 organised by Department of Business Administration, Annamalai University, Chidambaram.
- Participation - FDP on “Academic Research Writing” held on 17th April, 2010 organized by the Department of Business Administration, Annamalai University, Annamalai Nagar, Chidambaram.
- Participation - Workshop on “Research Methods” held on 5th March, 2010 organized by Department of Management Studies, Mailam Engineering College, Mailam.
- Participation - Workshop on “Research Methodology” held during 27th February to 2nd March, 2010 organized by Department of Economics, Annamalai University, Annamalai Nagar, Chidambaram.
- Participation - FDP on “Innovative Teaching Methodologies” held on 5th September, 2009, organized by Department of Management Studies, Christ College of Engineering & Technology, Puducherry.

National Publication

- “Social Entrepreneur”, published in the proceedings of the National Seminar held on 11th June, 2010, organized by the Department of Management Studies, Annamalai University, Chidambaram.

17. Publications:

- “Social Entrepreneur”, published in National Seminar held on 11th June, 2010, organized by Department of Management Studies, Annamalai University, Chidambaram.

18. Extra-Curricular Achievements/Cultural/Sports/Any other : Nil

1. Name and Designation : V.Ramesh Shankar,
Assistant Professor
2. Residential Address : 1-13-011, 1st Cross, Gopal Nagar,
Yanam-533464
Mobile: 8678933655
Email : shankarr077@gmail .com
3. Date of Birth : 20-08-1979
4. Marital Status : Married
5. Initial Appointment : 04-07-2012
6. Education Qualifications : M.B.A., M.M.M., M.Phil.
7. NET/SLET/Others : NET-Management
8. Academic Awards/Achievements: Nil
9. Ph.D. Thesis Title : Nil
10. M.Phil. Thesis Title : “Modern Recruitment Process”
11. Professional Experience : 3 Years
12. Area of Specialization : a) HRM
b) IM
13. Subject Taught : a) Human Resource Management
b) Principles of Management
c) Business Law
d) Operational Research
e) Taxation Management
f) Business Process outsourcing
14. Leadership Positions : Nil
15. Computer Skills : Working Knowledge in MS Office
16. Workshops/Seminars/Conferences-Participations/Presentations :
➤ Participation- Workshop on Employee Payroll Administration on 21st and
22nd March, 2015, MSME Campus, Chennai.
17. Publications : Nil
18. Extra-Curricular Achievements/Cultural/Sports/Any other: Nil

1. Name and & Designation : C. Vaigai & Assistant Professor
2. Residential Address : 77, Gingee Salai,
Puducherry-605001
Mobile: 9600605071
Email: vaigai_t@yahoo.co.in
3. Date of Birth : 01-04-1987
4. Marital Status : Married
5. Initial Appointment : 12-01-2011
6. Education Qualifications : B.Com., M.B.A.
7. NET/SLET/Others : NET - Management
8. Academic Awards/Achievements: Nil
9. Ph.D Thesis Title : Nil
10. M.Phil Thesis Title : Nil
11. Professional Experience : 4 Years & 6 Months
12. Area of Specialization : a) International Business
b) Financial Markets & Services
c) Banking
d) Managerial Economics
13. Subject Taught : a) International Business
b) Management of Financial Institution
c) Financial Management
d) Organisational Behaviour
14. Leadership Positions : Head of the Department
from 2011-12
15. Computer Skills : MS Office

16. Workshops/Seminars/Conferences-Participations/Presentations:

- Participated in faculty development programme on “India Commodity Market: Derivatives and Risk Management” conducted by Department of Commerce, Pondicherry University.
- Participated in UGC Sponsored National Workshop on “Role of Universities and Colleges in Human Resource Development – Beyond Curriculum” conducted by the Department of Commerce, Pondicherry University.
- Participated in National level HR Conference, conducted by Karunya University Coimbatore.

17. Publications:

- “Derivatives - Boon or Bane” International Journal of Functional Management.

18. Extra-Curricular Achievements/Cultural/Sports/Any other:

- Awarded by CANARA BANK, Chennai for Marketing their Products-2008.

1. Name and & Designation : Dr. S. Sudhakar,AssistantProfessor
2. Residential Address : 120, Main Road,
South Water tank Street,
Velliyanai (P.O.)
Karur (Dist.)-639118
3. Date of Birth : 07-07-1983
4. Marital Status : Married
5. Initial Appointment : 07-01-2013
6. Education Qualifications : M.A., Ph.D.
7. NET/SLET/Others : Nil
8. Academic Awards/Achievements : Nil
9. Ph.D. Thesis Title : “A Study on Corporate Social
Responsibility Practices of Textiles
Industries in Tamilnadu”
10. M.Phil. Thesis Title : Nil
11. Professional Experience : 2 Years, 6 Months
12. Area of Specialization : a) Co-operative Management
b) Cooperation-Theory and Practices
c) Principles of Cooperation
13. Subject Taught : a) Co-operation Theory
b) Co-operative Management
c) Principles of Cooperation
14. Leadership Positions : Nil
15. Computer Skills : MS Office
16. Workshops/ Seminars/Conferences-Participations/Presentations:
 - Presented a research paper on “Role of CSR in SME” in UGC sponsored National seminar on CSR and Sustainable Development, held in the Department of RIM, GRI on 24th February, 2011.

- Presented a research paper on “Information and Communication Technology on CSR” in a one-day Seminar on “ICT in Current Scenario” held at the Department of Commerce, Parasakthi College, Coutralam, on 11th June, 2011.
- Presented a research paper on “Impact of Consumer Behavior on CSR” in the UGC sponsored National seminar on Consumer Behaviour, held on 14th July, 2011 in the Department of Commerce, Bharathiar University, Coimbatore.
- Participated in “Regional Seminar on Nobel Prize in Economics Sciences-2010”, organized by the Department of Economics, Gandhigram Rural Institute (DU), Gandhigramon Dec-17, 2010.
- Participated in The AICTE Sponsored National Seminar on “Entrepreneurial Ventures in the Times of Recessions –Transforming into Opportunities”, organized by the Department of Management Studies, Sri Ramakrishna Engineering College, Coimbatore on 5th May, 2010.
- Presented a research paper on “CSR – Challenges and Opportunities” in the International Conference on Development Discourse, Department of Rural Development Science, Arulanandhar College, Karumathur during 15-17th March, 2011.

17. Publications:

ISSN Journals

- A study on CSR practices of textiles industries in Tamilnadu published in the International Journal of Business and academic Research Review, Vol-1, Issue-9, January – March, 2015, Pg.140.
- Impact of CSR on Consumer Behaviour – A Case Analysis of Aachi Masala Pvt. Ltd., Published a journal of “Asia Pacific Journal of Research”, Vol-1, Issue – XXI, January, 2015, Pg.136.

ISBN Books

- Article on “Business Ethics by Karur District TNPL: A CSR Perspective Study” published in the Book of “Changing Perspective of Management” edited by N.T. Nirmal Kumar (ISSBN-818822300-X HSI Publications, Coimbatore, 2011.

- Article on Corporate Social Responsibility on SME, published in the Book of CSR and Environment, edited by M. Soundarapandian, Gandhigram, 2011.
- Article on Corporate Social Responsibility on ICT, published in the Book of ICT, edited by M. Mallika, Sri Parasakthi College, Courtrallam, 2011.
- Article on CSR ON SIDBI - A CASE STUDY, published in the Book of Tamil Science Conference in Gandhigram Rural Institute, 2011.

18. Extra-Curricular Achievements/Cultural/Sports/Any other : Nil



**DEPARTMENT OF
COMPUTER SCIENCE**

DEPARTMENT OF COMPUTER SCIENCE

The Department of Computer Science was established in the year 2010 in the college. It offers B.Sc. Computer Science in semester pattern. The Department has five faculty members. The student-teacher ratio of the department is 30:1. The students are admitted as per the Government norms. All the faculty members of the Department attend seminars, conferences and workshops both at national level and International levels.

1. **Name of the Department** : Computer Science
2. **Year of Establishment** : 2010
3. **Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : Undergraduate
4. **Names of Interdisciplinary courses and the departments/units involved** :
 1. Language – Tamil
 2. English
 3. Mathematics
 4. Commerce
5. **Annual/semester/choice based credit system (Program wise)** : Semester System
6. **Participation of the department in the courses offered by other departments operative** :
 - a) Department of Co-Management
 - b) Department of Business Administration
 - c) Department of Commerce
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.** : Nil
8. **Details of courses/programmes discontinued (if any) with reasons** : Nil
9. **Number of teaching posts** : 05

Name of the Post	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Assistant Professors	5	5

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M.Phil., etc.) :

Sl. No.	Name	Qualification	Designation	Experience	Specialization
1.	Ms.Krithiga.R	M.Sc.(C.S)., M.F.A.(Dance)., Ph.D.(Pursuing)	Asst. Professor & Head	3 months	Data Mining, Evolutionary Algorithm, Web Services
2.	Mrs.PunethaSarmila.J	M.Sc., M.Phil., Ph.D. (Pursuing)	Asst. Professor	9 Years	Cloud Computing
3.	Mrs.Jegadeeswari.S	M.Sc., M.Phil., Ph.D. (Pursuing)	Asst. Professor	9 Years	Cloud Computing
4.	Mrs. BalaVinothini.B	M.Sc., M.Phil., Ph.D. (Pursuing)	Asst. Professor	4 Years	Cloud Computing
5	Mrs. Revathy .P	M.Sc., M.Phil.,	Asst. Professor	2 Years	Networks

11. List of senior visiting faculty : Nil

12. Percentage of lectures delivered and practical classes handled (programmewise) by temporary faculty : Theory - 89%
Practical- 89%

13. Student-Teacher Ratio (programmewise) : 23: 1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : 1 Technical Staff

15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil./PG : Nil

16. Number of faculty with ongoing projects from (a) National (b) International funding agencies and grants received: Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received : Nil

18. Research Centre/facility recognized by the University: Nil

19. Publications:

Publication per faculty:

Ms.KRITHIGA.R

➤ Number of papers published in peer reviewed journals (national/international) by faculty and students: 01

➤ Impact Factor : 1.763

20. Areas of consultancy and income generated : Nil

21. Faculty as members in (a) National committees (b) International Committees (c) Editorial Boards : Nil

22. Student projects:

1. Percentage of students who have done in-house projects including inter departmental/ programme : 30%
2. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies : 70%

23. Awards/Recognitions received by faculty and Students:

Awards/Recognitions received by Faculty:

Ms.KRITHIGA.R, Assistant Professor & Head

- Mentioned in detail in the personal profile of the Faculty.

24. List of eminent academicians and scientists/visitors to the department:

- (1) Honourable Member of Parliament, Mr.V.Narayanasamy, Puducherry.
- (2) Dr. Dinadayalan, Assistant Professor, PG Centre, Puducherry.

25. Seminars/ Conferences/Workshops organized & the source of funding:

- A National workshop was conducted in the College by the Department on the topic “World to Artificial Intelligence” on March, 2013. The funding for the workshop was sponsored by the college through SCP (Special Component Plan) fund.

26. Student profile programme/coursewise:

Name of the Course/Programme (Refer Question No. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.Sc.(Computer Science) 2010-13	The aspiring candidates may submit their applications to CAPASC	26	11	15	98.32
B.Sc. (Computer Science) 2011-14		26	11	15	87

*M=Male;*F=Female.

27. Diversity of Students:

Name of the Course	% of Students from the same State	% of Students from other States	% of Students from Abroad
B.Sc. (Com.Sci.) 2010-13	97%	3%	Nil
B.Sc. (Comp.Sci.) 2011-14	97%	3%	Nil
B.Sc. (Comp.Sci.) 2012-15	97%	3%	Nil
B.Sc. (Comp.Sci.) 2013-16	97%	3%	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

: Nil

29. Student progression (2010-11 – 2012-13 Batch):

Student progression	Against % enrolled
UG to PG	26%
PG to M.Phil.	-
PG to Ph.D.	-
Ph.D. to Post-Doctoral	-
Employed	10%
• Campus selection	Nil
• Other than campus recruitment	Nil
Entrepreneurship/Self-employment	40%

30. Details of Infrastructural facilities : Nil

a) Library : Nil

b) Internet facilities for Staff & Students :

c) Class rooms with ICT facility :

d) Laboratories :

31. Number of students receiving financial assistance from college, university, government or other agencies : 9 students

32. Details on student enrichment programmes (Special Lectures/ Workshops/Seminar) with external experts :

- (1) Workshop on Artificial Intelligence
- (2) Seminar on Programming Languages

33. Teaching methods adopted to improve student learning:

- The Department organizes programmes to motivate teachers to prepare computer aided teaching/learning materials, mostly using softwares and other electronic tools.
- Teachers engage Multimedia classes for teaching concepts using computer and LCD projector.
- The Computer Science Department of the college regularly organizes training programs for teachers of other Departments to update latest developments in technology.
- Audio Visual Aids/Multimedia: Lectures are taken using audio visual aids. It includes projectors, computers, sound system etc.
- OERs: College provides the facility of Open educational resources and techniques used to support access to knowledge for faculty members.
- Teaching learning material development, selection and use: Need based assistance and clarifications are offered by the faculty from the Department of Computer Science.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- In acknowledgement of the National Environmental day, National Environmental Awareness Campaign 2012 was conducted from 10th to 12th of March, 2013 on the concept of “Global Warming and Green Environment”. Science Exhibition was conducted on the topic “Global Warming” for three days. All the nearby college and school students visited the exhibition and prizes were distributed to the students.
- In acknowledgement of the National Environmental day, National Environmental Awareness Campaign 2013 – 14 was conducted on the concept of “Green Environment”, from 10th to 12th March, 2014.

35. SWOC analysis of the department and future plans :

Strength:

- Largest department among all the Government colleges of Puducherry.
- Staff to student ratio.
- Students excel not only in academic but in a range of extra and co-curricular activities like NSS, NCC, Sports and Art-related events at state/national level.
- Industrial exposure to the students through the project which they undertake from private companies/organization/concerns.
- Exposure to a range of on-campus training.
- Soft skills, communications skills and training are provided to the students on annual basis.
- Students are placed in standard IT companies, firms and other organizations through off-campus recruitment drive.
- Computer Science Department students take part in a wide range of symposiums/conferences/workshops.
- Government sponsored training program are regularly conducted to engage the faculty members on the recent trends in industry.
- Computer Science Department periodically conducts workshops on active research areas.
- All the classrooms are well-equipped with furniture.
- The computer systems are up to date with the latest versions of software that are required for the curriculum.

Weaknesses:

- Less preparation from the student's side.
- No internal assessment in the curriculum.
- Introduction of advanced topics only in the final year.
- No access to reputed Computer Science journals/magazines.

Opportunities:

- Additional Training programs, Workshops, Partnership programs for students and faculty members.

- Parents-Teachers association may be formed to effectively build the relationships between students and faculty as well as between parents and faculty.
- An active alumni association should be formed. A digital database of all the alumni should be maintained to enhance the knowledge sharing between the students and alumni.
- Helping the non-computer science students to acquire computer expertise.
- Annual college magazine to uncover the skills of the students.
- Installation of Audio/Visual Lab, Language laboratory, Digital electronics laboratory and UNIX systems laboratory. UPS Back-up for the entire campus Inter-com Facility. Wall-mounted projectors, wireless mikes and elevated Dias in all the classrooms.
- Computerization of college's library system.
- To extend the existing under-graduation courses to master-level. To introduce certification programmes to IT/non-IT students.
- Green campus/Eco-friendly campus.

Challenges:

- Poor economic background of students
- Gap between the rapidly growing industrial technology poses the challenge of periodically updating the current trends
- Growing of administrative/academic records insist for the ultimate need of digitized record keeping system.

Future plans:

- Additional Training programs, Workshops and Partnership programs for students and faculty members.
- An active alumni association should be formed. A digital database of all the alumni should be maintained to enhance the knowledge sharing between the students and alumni.
- Plan to develop ICT smart class for each class room.
- To extend the existing under-graduation courses to master-level. To introduce certification Programmes to IT/non-IT students.
- Green campus/Eco-friendly campus.

FACULTY PROFILE

1. Name and & Designation : R. Krithiga
Assistant Professor and Head
2. Residential Address : No:23, Vasan Nagar,
Bright School Road,
Lawspet, Puducherry – 605 008.
Landline:0413 225776
Mobile: 8220202062
Email : kriithiga@gmail.com
3. Date of Birth : 17-07-1990
4. Marital Status : Unmarried
5. Initial Appointment : 21-07-2014
6. Education Qualifications : M.Sc.(C.S), M.F.A.(Dance)
7. NET/SLET/Others : SET- Computer Science
8. Academic Awards/Achievements : Nil
9. Ph.D. Thesis Title : Pursuing
10. M.Phil Thesis Title : Nil
11. Professional Experience : 1 Year
12. Area of Specialization : a) Data Mining
b) Web Services
c) Evolutionary Algorithm
13. Subject Taught : a) C, C++, Object oriented
programming,
b) Data Structures
c) System Software
d) Computer Algorithm
14. Leadership Positions : Nil
15. Computer Skills :

16. Workshops/Seminars/Conferences-Participations/Presentations :

- National Workshop - “ICT Training on RDBMS”, 2014.
- Participation - UGC Sponsored Seminar on “Recent Trends in Computer Science” by KanchiMamunivar Centre for Post Graduate Studies, 2015.

17. Publications :

- Krithiga Ret al, “QoS-aware Web Service Selection using SOMA”, International Journal of Advanced Research in Computer Science and Software Engineering, Volume 2, Issue 5, May, 2012, ISSN: 2277 128X.

18. Extra-Curricular Achievements/Cultural/Sports/Any other :

- Title “Kalai Ila Nanmani” from Sri KokilambigaiThirukameshwararThirukoil, Villianur, Puducherry in the year during the year 2005.
- Recipient of young artist scholarship from Central Ministry of Culture, New Delhi during the period 2010-2012.
- Title “Nritya Jyoti” from Naveen Kalakar, Bhuvaneshwar, Orissa in the year 2013.
- One of the juries for the Kerala ‘VasanthaUtsav’ Bharathnatyam competition organized by the Kerala Child Welfare Society in association with the Govt. of Kerala at Trivandrum, Kerala in the year 2013.
- Title “Ilaignar Kalai Sigaram”by ‘KuzhathaigalKalaiIlakkiyaValarchiKazhagam’, Pondicherry in the year 2013.
- “Indian Youth Delegation”, China in the year 2011, organized by Ministry of Youth Affairs & Sports.
- “6th Indo-Vietnam Friendship Festival”, Vietnam in the year 2013 organized by the All India Peace & Solidarity Organization.

1. Name and & Designation : G. PunethaSarmila
Assistant Professor
2. Residential Address : 1/45, S.S.Dhanndapani Nagar,
Cuddalore.
Mobile: 9095243659
Email : punethasarmila@gmail.com
3. Date of Birth : 07-06-1981
4. Marital Status : Married
5. Initial Appointment : 13-01-2011
6. Education Qualifications : M.S.I.T., M.Phil.
7. NET/SLET/Others : Nil
8. Academic Awards/Achievements: Nil
9. Ph.D Thesis Title : Pursuing
10. M.Phil Thesis Title : “Solution Emulator for Problems in
AI and Analysis Report”
11. Professional Experience : 8 Years and 5 Months
12. Area of Specialization : a) Data Structures
b) Algorithms
c) Cloud Computing
13. Subject Taught : a) Data Structures
b) Fundamental of Computer
Algorithm
c) Database Management Systems
d) Computer Networks
e) Multimedia
14. Leadership Positions : Nil
15. Computer Skills : Nil

16. Workshops/Seminars/Conferences - Participations/Presentations:

- Attended UGC sponsored Orientation Program at Bharathidasan University 02.05.2006 – 29.05.2006.
- International Conference on Recent trends in Information Processing & Computing held on 6th January, 2012 NACAS, Theni.
- Coordinated a Seminar on “Artificial Neural Networks” by Dr.P.Dinadhayan Assistant Professor of Computer Science at Kanchi Mamunivar Center for Post Graduate held at Rajiv Gandhi Arts and Science College Thavalakuppam on 19th July, 2012.
- Participated in a Faculty Development Program on “Web Application Development and Net Technologies” sponsored by ICT, Puducherry during August, 2013.
- Presented a paper entitled “Energy Optimization in Cloud” in 2nd International Conference on Competency building Strategies in Business and Technology for sustainable Development conducted at Ganesh Engineering College, Salem.
- Participated in a Workshop on “Big Data and cloud computing implementation” in 2014 –WCCCT by IEEE, on 28th Feb. 2014, conducted at St.Joseph’s College, Trichy.
- Conducted a technical session as a resource person on “Impact of fault tolerance in Green computing” for National Workshop on Emerging Trends in Open Source and Green computing held on 12.3.2014 at Dhana Lakshmi Srinivasan Arts and Science College for Women, Perambalur.
- Participated in a Seminar on “Web Technology” presented by Dr.Ravindran , Associate Professor, St. Joseph’s College, Trichy, at Rajiv Gandhi Arts and Science College, Thavalakkupam, held on October, 2014.
- Presented a paper entitled “Survey on Fault Tolerant-Load Balancing Algorithms in Cloud Computing” in the 2nd International conference on Electronics and Telecommunication Engineering Sponsored by IEEE conducted at Karpagam College of Engineering, Coimbatore.
- Attended a National Conference on soft computing and its applications- NCSCA'15, on 29th& 30th April at College of Engineering–Tindivanam

- Participated in a Faculty Development Program on “Cloud Computing” sponsored by ICT, Puducherry during 8th June 2015-17th June, 2015.

17. Publications : Nil

18. Extra-Curricular Achievements/Cultural/Sports/Any other: Nil

1. Name and Designation : S.Jegadeeswari,Assistant Professor
2. Residential Address : No.12 I Floor, II Cross,
Ragavendra Nagar, Thattanchavady,
Puducherry -605009.
Contact No:9894953119
E-mail: juga_sathya@yahoo.co.in
3. Date of Birth : 26-10-1982
4. Marital Status : Married
5. Initial Appointment : 21-12-2005
6. Educational Qualifications : M.Sc.,M.Phil.
7. NET/SLET/OTHERS : Nil
8. Academic Awards/Achievements: Nil
9. Ph.D.Thesis Title : Pursuing
10. M.Phil. Thesis Title : “Large scale Distributed Systems”
11. Professional Experience : Teaching Experience :
9 Years 6 Months
12. Area of Specialisation : a) Cloud Computing
b) Microprocessor and its Applications
13. Subjects Taught : a) Computer Organisation
b) Microprocessor and its Application
c) Web Technology
d) Software Engineering
e) Software testing
f) Digital electronics
g) Operating systems
h) IT project management
i) Data base Management Systems
14. Leadership Positions : Nil

15. Computer Skills :

16. Workshops/Seminars/Conferences-Participations/Presentations :

- Paper presented in an International Conference on Recent trends in Information Processing and Computing, entitled “Cloud computing towards integrity” at Nadar Saraswathi College, Theni on 6th and 7th January 2012.
- S. Jegadeeswari and P. Dinadayalan. “Data Security Issues and Solutions in Cloud Environment”, IEEE –WCCCT Conference Proceedings Published in IEEE digital Lib, Dec, 2013, Pp 252 – 255, ISBN: 978-1-4799-2876-7.
- Attended a 8- day Faculty Development Program conducted by the ICT Academy Puducherry at MIET, Madagadipet, Puducherry on Cloud Computing and Advanced Java from 22nd August to 30th August, 2012.
- Paper presented in an International Conference on Competency building Strategies in business and Technology for Sustainable Development with the title, “Significance of Security issues in Mobile Computing” held at Ganesh College Engineering & Management, on 04th Feb. 2013.
- Attended a 2- day workshop on “National workshop on Big data and Open cloud” held at Pondicherry University on 3rd & 4th April, 2014.
- Presented a paper in the International Conference sponsored by IEEE at St. Joseph’s College of Arts and Science, Trichy, with the title “Data Security Issues and Solutions in Cloud Environment” on 27th Feb. 2015.
- Presented a paper in a National Conference on Soft Computing and its Application at University college of Engineering, Tindivanam with the title, “A framework to data stream with balanced load factor using ensemble tree in cloud” on 29th & 30th April, 2015.
- Attended a 2-day Workshop on “National workshop Program on semantic web” conducted by the Bharathiar University, Coimbatore on 13th & 14th March, 2015.
- Presented a paper in an International conference on Advanced Computing, Communication & Informatics sponsored by IEEE with the title, “A Neural Data Security Model: Ensure High Confidentiality And Security in Cloud Data Storage environment” on 27th Feb. 2015.

- Participated in a one-day National Conference on Recent Trends in Information Technology held at Kumararani Meena Muthaiah College of Arts and Science –Chennai on 20th Feb. 2015.

17. Publications: Nil

18. Extra-Curricular Achievements/Cultural/Sports/Any other: Nil

1. Name and & Designation : B. Balavinothini, Assistant Professor
2. Residential Address : No:35, VeerapathiraSwamyKovil
Street, Lawspet,Puducherry.
Mobile: 9025560930
Email: balavinothini@yahoo.co.in
3. Date Of Birth : 14-08-1983
4. Marital Status : Married
5. Initial Appointment : 29-08-2011
6. Education Qualifications : M.S. (I. T.), M.Phil.
7. NET/SLET/Others : Nil
8. Academic Awards/Achievements : Nil
9. Ph.D. Thesis Title : (Pursuing
10. M.Phil. Thesis Title : “Adhoc Networking Using IP
Version 6”
11. Professional Experience : 4 Years and 5 Months
12. Area of Specialization : a) Computer Algorithms.
b) Operating Systems.
c) Cloud Computing.
d) Neural Network
e) Data Mining
13. Subject Taught : a) Data Structures
b) Computer Algorithm
c) Operating System
d) Software Engineering
e) System Software
f) Computer Networks
g) Java Programming
h) Visual Programming
14. Leadership Positions : Nil

15. Computer Skills: Nil

16. Workshops/Seminars/Conferences-Participations/Presentations :

- Participated in a workshop on Cloud Computing and Big Data as part of the World Congress on Computing and Communication Technologies held in St. Joseph's College (Autonomous), Tiruchirappalli, between 27th February and 1st March, 2014.
- Participated in the World Congress on Computing and Communication Technologies held on St. Joseph College (Autonomous), Tiruchirappalli, on 27th February, 2014.
- Participated in the National conference held at DhanalakshmiSrinivasan Arts and Science College for Women, Perambalur on 12th March, 2014 on the topic "Impact of Fault Tolerance in Green Computing".
- Attended a 8-day Faculty Development Program conducted by ICT Academy Puducherry at MIET, Madagadipet, Puducherry on Cloud Computing from 8th June to 17th June, 2015.
- Participated in a National Conference on Soft Computing and its Application held on 29th April and 30th April, 2015, at University College of Engineering, Tindivanam.
- Participated in the Seminar on "Artificial neural networks" conducted in our college on 19th July 2012.
- Participated in a Seminar on "Web Technology" presented by Dr. Ravichandran, Associate Professor, St. Joseph's College, Trichy, at Rajiv Gandhi Arts and Science College, Thavalakkupam, held on October, 2014.

17. Publications : Nil

18. Extra-Curricular Achievements/Cultural/Sports/Any other: Nil

1. Name and Designation : P.Revathy, Assistant Professor
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3. Date of Birth : 13-07-1982
4. Marital Status : Married
5. Initial Appointment : 06-07-2012
6. Educational Qualifications : M.Sc.,M.Phil.
7. NET/SLET/OTHERS : Nil
8. Academic Awards/Achievements: Nil
9. Ph.D. Thesis Title : Pursuing
10. M.Phil. Thesis Title : “Assessment of Informa
Web-Classroom Response System”
11. Professional Experience : Teaching Experience : 8Years
12. Area of Specialisation : a) Web Mining
b) Web Usage Mining
c) Web Content Mining.
13. Subjects Taught : a) C
b) C++
c) Operating Systems
d) Visual Programming
e) Data Structure
f) Java Programming
g) Micro Processor
h) Networks
i) Computer Applications in Business

14. Leadership Positions : Fine Arts Committee In charge
during 2013-14
15. Computer Skills :
16. Workshops/Seminars/Conferences-Participations/Presentations:
- Attended a workshop in ICT on Net Programming.
 - Participated in Seminar on “Artificial Neural Networks” by Dr.P.Dinadhayalan, Assistant Professor of Computer Science at Kanchi MamunivarCenter for Post Graduate held at Rajiv Gandhi Arts and Science College, Thavalakuppam on 19th July, 2012.
 - Participated in a seminar on “Web Technology” presented by Dr. Ravichandran, Associate Professor, St. Joseph’s College, Trichy, at Rajiv Gandhi Arts and Science College, Thavalakkupam, held on October, 2014.
17. Publications :Nil
18. Extra-Curricular Achievements/Cultural/Sports/Any other:Nil



**DEPARTMENT OF
COMPUTER APPLICATIONS**

DEPARTMENT OF COMPUTER APPLICATIONS

The Department of Computer Applications was established in the year 2010. It offers B.C.A. in semester pattern. The Department has four faculty members, with the student-teacher ratio being 23:1. The students are admitted to the course through a Centralized Admission Committee formulated by the government. The faculty members of the Department attend seminars, conferences, workshops both at national level and international levels regularly.

1. **Name of the Department** : Computer Applications
2. **Year of Establishment** : 2010
3. **Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : Undergraduate
4. **Names of Interdisciplinary courses and the departments/units involved** :
 - a) Commerce
 - b) English
 - c) Mathematics
5. **Annual/semester/choice based credit system (Programme wise)** : Semester System
6. **Participation of the department in the courses offered by other departments operative** :
 - a) Department of Co-Management
 - b) Department of Computer Science
 - c) Department of Business Administration
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.** : Nil
8. **Details of courses/programmes discontinued (if any) with reasons** : Nil

9. Number of teaching posts:

Name of the Post	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Assistant Professors	4	4

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M.Phil., etc.) :

Sl. No.	Name	Qualification	Designation	Experience	Specialization
1.	Mr. B. Balamurugan	M.C.A., M.Phil., Ph.D.(Pursuing)	Assistant Professor & Head i/c	7 years	Cloud Computing, Data Security
2.	Mr. D. Kamalraj	M.C.A., M.Phil., Ph.D.(Pursuing)	Assistant Professor	8 years	Cloud Computing, Data Security
3.	Mr. F. Antony Joseph	M.C.A., M.Phil.	Assistant Professor	8 years	Web Technology, .Net, Framework, Oracle
4.	Mr. Rantheep Raja	M.C.A., M.Phil.	Assistant Professor	3 years	DBMS, Networks

11. List of senior visiting faculty : Nil**12. Percentage of lectures delivered and practical classes handled (programmewise) by temporary faculty :** Theory – 100 %
Practical – 100 %**13. Student-Teacher Ratio (programmewise) :** 23: 1**14. Number of academic support staff (technical) and Administrative staff; sanctioned and filled :** Sanctioned – 1
Technical Staff : Filled – 1**15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil./PG :** Ref Q.No:10**16. Number of faculty with ongoing projects from (a) National (b) International funding agencies and grants received :** Nil**17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received :** Nil

18. Research Centre/facility recognized by the University : Nil

19. Publications:

Publication per faculty:

Number of papers published in peer reviewed journals (national / international) by faculty and students:

➤ Mr. B. Balamurugan : 2

➤ Mr. D. Kamalraj : 2

20. Areas of consultancy and income generated : Nil

**21. Faculty as members in (a) National committees
(b) International Committees (c) Editorial Boards :** Nil

22. Student projects:

a) Percentage of students who have done in-house projects including inter departmental/ programme : 100%

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies : 100%

23. Awards/Recognitions received by faculty and Students: Nil

24. List of eminent academicians and scientists/visitors to the department:

- Honourable Member of Parliament Thiru. V. Narayanasamy, Puducherry.
- Dr. Dinadayalan, Assistant Professor, PG Center, Puducherry.

25. Seminars/Conferences/Workshops organized & the source of funding:

- A National workshop was conducted in the College by the Department on the topic “World to Artificial Intelligence” on March, 2013. The funding for the workshop was sponsored by the college through SCP (Special Component Plan) fund.

26. Student profile programme/coursewise:

Name of the Course/Programme (Refer Question No.4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.C.A. 2010 -2013	The aspiring candidates may submit their applications to CAPASC	28	16	12	76.92
B.C.A. 2011-2014		28	16	12	70
B.C.A. 2012-2015		30	19	11	NA
B.C.A. 2013-2016		27	10	17	NA

*M=Male;*F=Female.

27. Diversity of Students:

Course	Year	% of Students from the same State	% of Students from other States	% of Students from Abroad
BCA	2010-2013	96%	4%	Nil
	2011-2014	92%	8%	Nil
	2012-2015	92%	8%	Nil
	2013-2016	96.2%	3.8%	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defenses services, etc.? : Nil

29. Student progression (2010-11 – 2012-13 Batch):

Student progression - B.C.A	Against % enrolled (2010-2013)	Against % enrolled (2011-2014)
UG to PG	26 %	35 %
PG to M.Phil.	Nil	Nil
PG to Ph.D.	Nil	Nil
Ph.D. to Post-Doctoral	Nil	Nil
<ul style="list-style-type: none"> • Employed • Campus selection 	15%	17%
Other than campus recruitment	19%	20%
Entrepreneurship/Self-employment	Nil	Nil

30. Details of Infrastructural facilities : Nil

- a) Library :
- b) Internet facilities for Staff & Students :
- c) Class rooms with ICT facility :
- d) Laboratories :

31. Number of students receiving financial assistance from college, university, Government or other agencies : 7 Students

32. Details on student enrichment programmes (Special Lectures/Workshops/Seminar) with External experts:

- Workshop on Artificial Intelligence
- Seminar on Programming Languages

33. Teaching methods adopted to improve student learning:

- The department organizes programmes to motivate teachers to prepare computer aided teaching/learning materials, mostly using softwares and other electronic tools.
- Teachers engage Multimedia classes for teaching concepts using computer and LCD projector.
- The Computer Science Department of the college regularly organizes training programs for teachers of other departments to update latest developments in the technology.
- Audio Visual Aids/multimedia: Lectures are taken using audio visual aids. It includes projectors, computers, sound system etc.
- OERs: The College provides the facility of Open educational resources and techniques used to support access to knowledge for faculty members.
- Teaching learning material development, selection and use. Need based assistance and clarifications are offered by the faculty from the Department of Computer Science.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- In acknowledgement of the National Environmental day, National Environmental Awareness Campaign 2012 was conducted on the concept of “Global Warming and Green Environment”. A Science Exhibition was conducted on the topic “Global Warming” for three days. All the nearby college and school students visited the exhibition and prizes were distributed to the students. In acknowledgement of the National Environment day, National Environmental Awareness Campaign 2013-14 was conducted on the concept of “Green Environment” from 10th to 12th March, 2014.

35. SWOC analysis of the Department and Future plans:

Strength

- Largest department among all the Government colleges of Pondicherry.
- Staff to student ratio.
- Students excel not only in academic but in a range of extra and co-curricular activities like NSS, NCC, Sports and Arts –related events at state/national level.
- Industrial exposure to the students through the project which they undertake from private companies/organization/concerns.
- Exposure to a range of on-campus training.
- Soft skills, communications skills and training are provided to the students on annual basis.
- Students are placed in standard IT companies, firms and other organizations through off-campus recruitment drive.
- Our students participate in a wide range of symposiums/conferences/workshops.
- Government sponsored training programmes are regularly conducted to engage faculty on the recent trends in industry.
- The Department conducts workshops on active research areas regularly.
- All the classrooms are well-equipped with furniture.
- The computer systems are up to date with the latest versions of software that are required for the curriculum.

Weaknesses

- No internal assessment in the curriculum.
- Introduction of advanced topics only in the final year.
- No access to reputed computer science journals/magazines.

Opportunities

- Additional Training programs, Workshops and Partnership programs for students and faculty members.
- Parent-Teachers' Association may be formed to effectively build the relationships between students and faculty as well as between parents and faculty members.

- Helping the non-computer science students to acquire computer expertise.
- Annual college magazine to uncover the skills of the students.
- Installation of Audio/Visual Lab, Language laboratory, Digital electronics laboratory and UNIX systems laboratory, UPS Back-up for the entire campus, Inter-com Facility, Wall-mounted projectors, wireless mikes and elevated Dias in all the class-rooms should be facilitated.
- Computerization of college's library system.
- To extend the existing under-graduation courses to master-level. To introduce certification programmes to IT/non-IT students.

Challenges

- Poor economic background of students.
- Gap between the rapidly growing industrial technologies poses the challenge of periodically updating the current trends.
- Growing of administrative/academic records insist for the ultimate need of digitized record keeping system.

Future Plans

- Additional Training programs, Workshops and Partnership programs for students and faculty members.
- An active alumni association should be formed. A digital database of all the alumni should be maintained to enhance the knowledge sharing between the students and alumni.
- Plan to develop ICT smart class for each class room.
- To extend the existing under-graduation courses to master-level. To introduce certification Programmes to IT/non-IT students.

FACULTY PROFILE

1. Name and Designation : B.Balamurugan
Assistant Professor
2. Residential Address : No:35, Veerapathira Swamy Kovil
Street, Lawspet, Puducherry.
Contact No:9345420661
E-mail: balaanandmca@gmail.com
3. Date of Birth : 30-01-1982
4. Marital Status : Unmarried
5. Initial Appointment : 25-08-2011
6. Educational Qualifications : M.C.A.,M.Phil.
7. NET/SLET/OTHERS : Nil
8. Academic Awards/Achievements: Nil
9. Ph.D. Thesis Title : Pursuing
10. M.Phil. Thesis Title : “Secured Data Fragmentation with
Encryption and Ranked Keyword
Searchto Retrieve Secured Data in
Cloud”
11. Professional Experience : Teaching Experience -5 years,
12. Area of Specialisation : a) Cloud Computing
b) Data Security.
13. Subjects Taught : a) Computer Organisation
b) Microprocessor and its Application
c) Web Technology
d) Software Engineering
e) Software testing
f) Digital electronics
g) Operating systems
h) IT project management
i) Data base Management Systems

14. Leadership Positions : Nil

15. Computer Skills :

16. Workshops/Seminars/Conferences-Participations/Presentations:

- Participated in a workshop on Cloud Computing and Big Data as part of the World Congress on Computing and Communication Technologies held in St. Joseph's College (Autonomous), Tiruchirappalli, between 27th February and 1st March, 2014.
- Participated in the World Congress on Computing and Communication Technologies held on St. Joseph College (Autonomous), Tiruchirappalli, on 27th February, 2014.
- Participated in the National conference held at Dhanalakshmi Srinivasan Arts and Science College for Women, Perambalur on 12th March 2014 on the topic "Impact of fault tolerance in green computing".
- Attended a 8-day Faculty Development Program conducted by ICT Academy Puducherry at MIET, Madagadipet, Puducherry on Cloud Computing from 8th June to 17th June, 2015.
- Participated in a National Conference on Soft Computing and its Application held on 29th April and 30th April, 2015 at University College of Engineering, Tindivanam.
- Participated in the seminar on "Artificial neural networks" conducted in our college on 19th July, 2012.
- Participated in a seminar on "Web Technology" presented by Dr.Ravichandran, Associate Professor, St. Joseph's College, Trichy, at Rajiv Gandhi Arts and Science College, Thavalakkupam, held on October, 2014.

17. Publications:

List of Publications in Journals and Conference Proceedings:

- B. Bala Murugan, "An Architecture for Data Security in Cloud Computing", IEEE –WCCCT Conference Proceedings Published in IEEE digital Lib, Dec. 2013, Pp. 252 – 255, ISBN: 978-1-4799-2876-7.
- B. Bala Murugan, "Data Security in Cloud Computing - Issues and Solutions to SaaS Security in Cloud Computing", International Journal of Advanced Research in Computer Science and Software Engineering, Volume 4, Issue 4, April - 2014, Pp. 1-6.

18. Extra Curricular Achievements/Cultural/Sports/Any other: Nil

1. Name and Designation : D. Kamal Raj
Assistant Professor
2. Residential Address : No:2A, Church Street,
Kamaraj Nagar, Puducherry.
Mobile: 9367111911
E-mail: d.kamalrajmca@gmail.com
3. Date of Birth : 18-07-1982
4. Marital Status : Married
5. Initial Appointment : 25-08-2011
6. Educational Qualifications : M. C. A., M. Phil.
7. NET/SLET/OTHERS : Nil
8. Academic Awards/Achievements: Nil
9. Ph.D. Thesis Title : Pursuing
10. M.Phil. Thesis Title : “Comprehensive Framework for
Privacy Preserving Data
Confidentiality any Integrity on
Cloud Infrastructure”
11. Professional Experience : Teaching Experience -5 years,
12. Area of Specialisation : a) Cloud Computing
b) Data Security
13. Subjects Taught : a) Computer Organisation,
b) Microprocessor and its Application
c) Web Technology,
d) Software Engineering,
e) Java
f) Software testing
g) Data base Management Systems
14. Leadership Positions : Nil
15. Computer Skills :

16. Workshops/Seminars/Conferences-Participations/Presentations:

- Participated in a workshop on Cloud Computing and Big Data as part of the World Congress on Computing and Communication Technologies held in St. Joseph's College (Autonomous), Tiruchirappalli, between 27th February and 1st March, 2014.
- Participated in the World Congress on Computing and Communication Technologies held on St. Joseph College (Autonomous), Tiruchirappalli, on 27th February, 2014.
- Participated in the National conference held at Dhanalakshmi Srinivasan Arts and Science College for Women, Perambalur on 12th March, 2014 on the topic "Impact of fault tolerance in green computing".
- Attended a 8-day Faculty Development Program conducted by ICT Academy Puducherry at MIET, Madagadipet, Puducherry on Cloud Computing from 8th June to 17th June, 2015.
- Participated in a National Conference on Soft Computing and its Application held on 29th April and 30th April, 2015 at University College of Engineering, Tindivanam.
- Participated in the seminar on "Artificial neural networks" conducted in our college on 19th July, 2012.
- Participated in a seminar on "Web Technology" presented by Dr.Ravichandran, Associate Professor, St. Joseph's College, Trichy, at Rajiv Gandhi Arts and Science College, Thavalakkupam, held on October, 2014.

17. Publications:

List of Publications in Journals and Conference Proceedings

- D. Kamalraj, "An Architecture for Data Security in Cloud Computing", IEEE -WCCCT Conference Proceedings Published in IEEE digital Lib, Dec. 2013, Pp. 252 – 255, ISBN: 978-1-4799-2876-7.
- D. Kamalraj, "Data Security in Cloud Computing - Issues and Solutions to SaaS Security in Cloud Computing", International Journal of Advanced Research in Computer Science and Software Engineering, Volume 4, Issue 4, April - 2014, Pp. 1-6.

18. Extra Curricular Achievements/Cultural/Sports/Any other :

Nil

1. Name and Designation : F. Antony Joseph
Assistant Professor
2. Residential Address : No: 1, Tamiz Magal Street,
Gandhi Nagar, Puducherry.
Mobile:9843377422
E-mail: anto2422@gmail.com
3. Date of Birth : 22-05-1984
4. Marital Status : Married
5. Initial Appointment : 25-08-2011
6. Educational Qualifications : M. C. A., M. Phil.
7. NET/SLET/OTHERS : Nil
8. Academic Awards/Achievements: Nil
9. Ph.D. Thesis Title : Nil
10. M.Phil. Thesis Title : “K - Means Algorithms Using
Imagine Segmentation”
11. Professional Experience : Teaching Experience -3 years,
12. Area of Specialisation : a) Web Technology
b) .Net
c) Framework
d) Oracle
13. Subjects Taught : a) Web Technology
b) .Net
c) C++
d) Java
e) Software Engineering
f) Software Project Management
14. Leadership Positions : Nil
15. Computer Skills :

16. Workshops/Seminars/Conferences -Participations/Presentations

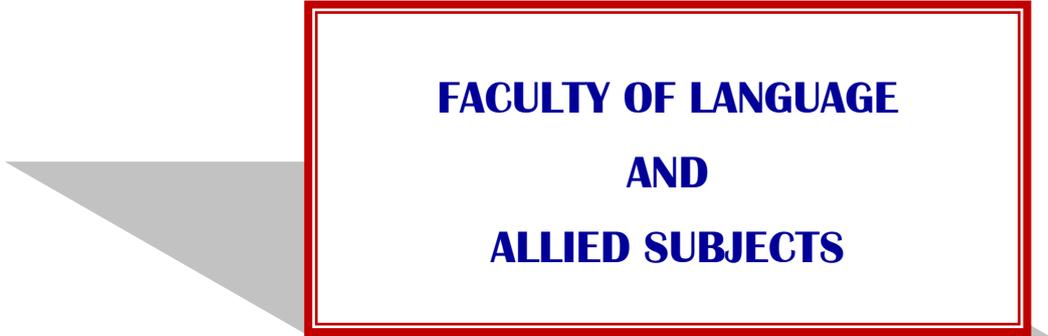
- Participated in a workshop on Cloud Computing and Big Data as part of the World Congress on Computing and Communication Technologies held in St. Joseph's College (Autonomous), Tiruchirappalli, between 27th February and 1st March, 2014.
- Participated in the World Congress on Computing and Communication Technologies held on St. Joseph College (Autonomous), Tiruchirappalli, on 27th February, 2014.
- Participated in the National conference held at Dhanalakshmi Srinivasan Arts and Science College for Women, Perambalur on 12th March, 2014 on the topic "Impact of fault tolerance in green computing".
- Attended a 8-day Faculty Development Program conducted by ICT Academy Puducherry at MIET, Madagadipet, Puducherry on Cloud Computing from 8th June to 17th June, 2015.
- Participated in a National Conference on Soft Computing and its Application held on 29th April and 30th April, 2015 at University College of Engineering, Tindivanam.
- Participated in the seminar on "Artificial neural networks" conducted in our college on 19th July, 2012.
- Participated in a seminar on "Web Technology" presented by Dr.Ravichandran, Associate Professor, St. Joseph's College, Trichy, at Rajiv Gandhi Arts and Science College, Thavalakkupam, held on October, 2014.

17. Publications: Nil

18. Extra Curricular Achievements/Cultural/Sports/Any other: Nil

1. Name and Designation : S. RantheepRaja,
Assistant Professor
2. Residential Address : No: 9, MariammanKoil Back Side,
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3. Date of Birth : 08-12-1985
4. Marital Status : Married
5. Initial Appointment : 06-07-2012
6. Educational Qualifications : M.C.A.,M.Phil.,
7. NET/SLET/OTHERS : Nil
8. Academic Awards/Achievements: Nil
9. Ph.D. Thesis Title : Nil
10. M.Phil. Thesis Title : “Semantic web using mark-up
language”
11. Professional Experience : Teaching Experience -2 Years
12. Area of Specialisation : a) Web Technology.
b) Multimedia
c) DBMS
13. Subjects Taught : a) C
b) .Net.
c) Web Technology.
d) Multimedia
e) Data Structures
f) Ecommerce
g) Micro Processor
h) Networks
i) Computer Applications in Business

- 19. Leadership Positions** : Nil
- 20. Computer Skills** :
- 21. Workshops/Seminars/Conferences-Participations/Presentations:**Nil
- 22. Publications:**Nil
- 23. Extra-Curricular Achievements/Cultural/Sports/Any other:**Nil



**FACULTY OF LANGUAGE
AND
ALLIED SUBJECTS**

ENGLISH

The Department of English does not offer an individual course in the college, but teaches Part – II English and Communication Skills to all the five courses run by the college viz., B.Com.(General), B.Com.(Co-operative Management), B.B.A., B.Sc. and B.C.A. The two faculty members of the Department are Ph.D.holders who actively involve themselves in various research activities. They publish research articles in reputed national and International Journals, and attend seminars, conferences and workshops, both at national and international levels regularly.

1. **Name of the Department** : English
2. **Year of Establishment** : 1995
3. **Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : Part – II English for all Under Graduate Programmes and Communication Skills I & II for B.Sc. Computer Science.
4. **Names of Interdisciplinary courses and the departments/units involved** : Nil
5. **Annual/semester/choice based credit System (Programme-wise)** : Semester System
6. **Participation of the department in the courses offered by other departments** : English is offered as a Part II or Foundation paper for all the courses in the college. Hence, the department participates actively in the courses offered by the other departments.
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.** : Nil
8. **Details of courses/programmes discontinued (if any) with reasons:** Nil

9. Number of teaching posts :

Name of the Post	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Assistant Professors	2	2

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M.Phil., etc.):

Sl. No.	Name	Qualification	Designation	Experience	Specialization
1.	Dr. U.Gayathri Devi	M.A., M.Phil., Ph.D.	Assistant Professor & Head	14 Years	Criticism, Postmodernism, Postcolonialism, Indian English Writing
2.	Dr. B.Sankar	M.A., M. Phil., Ph.D.	Assistant Professor	4 Years	Comparative Literature

11. List of senior visiting faculty : Nil**12. Percentage of lectures delivered and practical Classes handled (programme-wise) by temporary faculty** : Nil**13. Student-Teacher Ratio (programme wise)** : 40: 1**14. Number of academic support staff (technical) and Administrative staff; sanctioned and filled** : Not Applicable**15. Qualifications of teaching faculty with D.Sc., /D.Litt./Ph.D./M.Phil./PG** : Faculty with Ph.D-2**16. Number of faculty with ongoing projects from (a) National (b) International funding agencies and grants received** : Nil**17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received** : Nil**18. Research Centre/facility recognized by the University:** Nil

19. Publications:

Publication per faculty:

Dr. U. GAYATHRI DEVI

- Number of papers published in peer reviewed journals (national/international) : 08
- Chapter in Books : 12
- Impact Factor : 04

Dr. B. SANKAR

- Number of papers published in peer reviewed journals (national/international) : 04

20. Areas of consultancy and income generated : Nil

**21. Faculty as members in (a) National committees
(b) International Committees (c) Editorial Boards** : Nil

22. Student projects :

- a) Percentage of students who have done in-house projects including inter departmental/programme : Nil
- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies : Nil

23. Awards/Recognitions received by faculty and Students:

Awards/Recognitions received by Faculty:

Dr. U. GAYATHRI DEVI:

- Gold Medallist in M.A.
- Lourdes Memorial Award for the Year 1997 from Pondicherry University.
- Proficiency in English Prize from B.G.C.W. for the year 1997.

Awards/Recognitions received by Students : Nil

24. List of eminent academicians and scientists/visitors to the department: Nil

25. Seminars/Conferences/Workshops organized & the source of funding: Nil

26. Student profile programme/coursewise : NA

27. Diversity of Students : NA

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

: Nil

29. Student progression (2010-11 – 2012-13 Batch) :

30. Details of Infrastructural facilities : NA

a) Library : Nil

b) Internet facilities for Staff & Students : Nil

c) Class rooms with ICT facility : Nil

d) Laboratories : Nil

31. Number of students receiving financial assistance from college, university, Government or other agencies : NA

32. Details on student enrichment programmes (Special Lectures/Workshops/Seminar) with External experts : NA

33. Teaching methods adopted to improve student learning:

- Lecture and interactive teaching
- Doubt clarification
- Class discussion
- Power point presentations
- Assignments
- Class room seminars

34. Participation in Institutional Social Responsibility (ISR) and Extension activities : Nil

35. SWOC Analysis of the department and Future plans :

Strength

- Qualified, competent and dynamic staff who contribute immensely for enhancing the English speaking abilities of the students.

Weaknesses

- English is not the main department.

Challenges

- English is not the main course.
- Low quality of standards due to rural population.

Future Plans

- To start main course
- To establish a language laboratory
- To conduct Seminars, Workshops and conferences with the help of UGC Sponsors
- To establish Department Library.

FACULTY PROFILE

1. Name and Designation : Dr. U.Gayathri Devi,
Assistant Professor and Head
2. Residential Address : No. 46, Pavala Nagar,
Villianur Main Road,
Puducherry – 605 005.
3. Date of Birth : 11-02-1977
4. Marital Status : Married
5. Initial Appointment : 12-06-2009
6. Educational Qualifications : M.A., M.Phil., Ph.D.
7. NET/SLET/OTHERS : Nil
8. Academic Awards/Achievements:
 - Gold Medallist in M.A.
 - Lourdes Memorial Award for the Year 1997 from Pondicherry University.
 - Proficiency in English Prize from B.G.C.W. for the year 1997.
 - Serve as a Research Supervisor to M.Phil. Students of Periyar University (Reg. No: MEN 2389).
 - Edited a number of books (more than twelve) of various disciplines for Pondicherry University's Distance Education Centre.
 - A member in the Editorial team of "SubalternSpeak: An International Journal of Postcolonial Studies" of *Interactions Forum*.
9. Ph.D. Thesis Title : "Intellectual Pretensions and
Reality: A Comparative Study of
Select Indian English and Tamil
Campus Fiction"
10. M.Phil. Thesis Title : "On the Threshold of Criticism:
Spivak as a Critic"
11. Professional Experience : U.G. Teaching - 14 years
P.G. Teaching - 1 Year

12. Area of Specialisation : Indian Writing in English, Comparative Literature, Criticism, Postmodernism, Feminism, Post colonialism.
13. Subjects Taught : Foundation English for B.Com./ B.B.A./B.Sc./B.C.A.
14. Leader Positions :
- Heading the Department of English since June 2009.
 - Member–UG Board of Studies (English), Pondicherry University, March 2014- March 2017.
 - Convener – Examinations Committee
 - Steering Committee Coordinator – NAAC.
15. Computer Skills : Working Knowledge in -MS Office (Word, Excel and Power Point) and Internet
16. Workshops/Seminars/Conferences-Participations/Presentations:
- Presentation – Three-Day National Seminar on New Trends in English Literature, Language and Communication, “Spivak as a Postcolonial critic,” 11th, 12th and 13th August, 2004, Kongu Arts and Science College, Erode.
 - Presentation– Two-Day National Conference on Confessional Poetry, “An Unfailing Truss: Plight of Indians Expressed by Indian English Poets,” 21st and 22nd February, 2012, Annamalai University, Chidambaram
 - Presentation– Three-day 2nd International Conference on Competency Building Strategies in Business and Technology for Sustainable Development, “Knowledge Vs. Knavery: A Study of Prema Nandakumar’s *Atom and the Serpent*,” 22nd February, 2013, Sri Ganesh School of Business Management, Salem.
 - Presentation–2nd International Conference on Competency Building Strategies in Business and Technology for Sustainable Development, “Perils of Social Discriminations Exhibited by Aravind Adiga and Manu

Joseph”, 22nd February, 2013, Sri Ganesh School of Business Management, Salem.

- Presentation– One Day 3rd International Conference on Competency Building Strategies in Business and Technology for Sustainable Development, “Spivak as a Postcolonial critic”, 25th February, 2014, Sri Ganesh School of Business Management, Salem.
- Participated in a one-day national Workshop on “Creating Awareness about Women and Children Trafficking” conducted by the Centre for Women’s Studies, Pondicherry University, on 19th October, 2012.
- Attended a one-day National Workshop on “Alternatives to Uses of Animals in Life Science” conducted by Bharathidasan Government College for Women, Puducherry on 25th August, 2012.

17. Publications :

List of publications in International Journals:

- Published a paper entitled “The Tumbling of Power Structure and the Silent Ascent of the Fringe: A Postcolonial Reading of SrividyaNatarajan’s “No Onions nor Garlic” in “Subaltern Speak: An International Journal of Postcolonial Studies”, Volume I – Issue III, July, 2012; Pp. 92 – 98.
- Published a paper entitled “A Way-In to the Centre: A Study of Manu Joseph’s Serious Men” in “Wizcraft Journal of Language and Literature: An International Online & Print Journal”, December, 2012.
- Published a paper entitled “A Voyage into Darkness: A Study of RupaBajwa’s The Sari Shop” in “Subaltern Speak: An International Journal of Postcolonial Studies”, Volume I – Issue IV, December, 2012; Pp. 08 - 15.
- Published a paper entitled “Oppression and Suppression in Academy: A Study of Forced Marginalization in SrividyaNatarajan’s No Onions Nor Garlic and Panjagam’s A Dalit, An Officer, A Death” in “New Academia: An International Journal of English Language, Literature and Literary Theory”, Volume II – Issue I, January, 2013.
- Published a paper entitled “The Problem of Language: Experiences

Articulated by a Few Indian Confessional Poets” in “Subaltern Speak: An International Journal of Postcolonial Studies”, Volume II – Issue III, April, 2014.

- Published a paper entitled “Reversal of Roles in Manjula Padmanabhan’s “Exile” And “The Other Woman” in “Research Scholar: An International Refereed e-Journal of Literary Explorations”; Volume II – Issue II, May, 2014 & 283-286.

List of Publications in National Journals:

- Published a paper entitled “Transformation of Serious Men into White Tigers: Perils of Socio-Economic Inequalities” in “Research Spectrum: A Peer-Reviewed National Journal”, Print Journal: Vol-V, Issue I: Feb.: 2014”.
- Published a paper entitled “Knowledge Vs. Knavery: A Comparative Study of Prema Nandakumar’s Atom and the Serpent and Prapanjan’s Kagitha Manidargal in Comparative Discriminations: Studies in Literature, 2010, edited by Dr. Clement S. Lourdes.

Orientation/Refresher Courses:

- Attended a UGC Sponsored Orientation Course conducted by the UGC Academic Staff College, Pondicherry University from 16-02-2011 to 15-03-2011 (28 days).
- Attended a UGC Sponsored Summer School / Refresher Course (MD) from 16-02-2011 to 15-03-2011 (28 days) organised by the UGC Academic Staff College, Pondicherry University.

18. Extra Curricular Achievements/Cultural/Sports/Any other : Nil

1. Name and Designation : Dr.B.Sankar, Assistant Professor
2. Residential Address : No: 29, MariammanKovil Street,
Kalamedupet, Puducherry – 605009.
Mobile: 9994444012
Email: jsankarari@gmail.com
3. Date of Birth : 13-05-1981
4. Marital Status : Married
5. Initial Appointment : 12.06.2009
6. Educational Qualifications : M.A., M.Phil., Ph.D.
7. NET/SLET/OTHERS : Nil
8. Academic Awards/Achievements: Nil
9. Ph.D. Thesis Title : “Power of Horror:Occult and
Rational in Select Novels of Bram
Stocker And Indira Soundarajan”
10. M.Phil. Thesis Title : “Cosmic Humanity and Divinity in
the Poetry of Percy BysheeShelly
and Ramalingar: A Comparative
Study.”
11. Professional Experience : 5 years
12. Area of Specialisation : ComparativeLiterature
13. Subjects Taught : Foundation English for B.Com.,
B.B.A./B.Sc./B.C.A.
14. Leader Positions : Nil
15. Computer Skills : PGDCA, D.D.T.P.
16. Workshops/Seminars/Conferences–Participations/Presentations:
 - Participation– One Day National Level Seminar on “Indian Association
for Science Fiction Studies”, December, 2004.

- Participation– One Day National Level Seminar on “IV John Steinbeck and the East: Comparative and Postcolonial Perspectives”, February, 2006.
- Participation– 9thNational Science Conference onDecember, 2007.
- Participation– National seminar on “Translation and the Nation,”March, 2008.
- Participation – National Seminar on “Literature,Language, Communication”March, 2008.
- Participation– International Seminar on “Bakthi Literature,” SubramaniyaBharathi School of Tamil, Pondicherry University, February, 2009.
- Participation – National Seminar on “Examinations: Do they Really Examine?” Tagore Arts College, March, 2009.
- Participation – National Seminar on “Beyond Autonomy: Towards Excellence” March, 2009.
- Participation – International Conference on “Effective and Efficient Educational Strategies for the Differently Abled,” February, 2012.

17. Publications:

- Published a paper entitled “The Killer Sea (Poem)” in “Confluences: Studies in Comparative Literature” during April, 2005.
- Published a paper entitled “Something Mysterious (Poem)” in the journal “Prerana” during April, 2008.
- Published an article entitled “Nature as Cosmic Divinity in the Selectworks of P.B. Shelley and Ramalingar” in “Bakthi-Thendral” during February, 2009.
- Published a paper entitled “Time” in the journal “Prerana” during October, 2009.
- Published a paper entitled “Occult vs. Rational: A Study of Bram Stoker’s the Lair of White Worm and Indira Soundarrajan’s Sutri... Sutri... Varuvan” in the journal “Comparative Discriminations: Studies in Literature” during May, 2010.

18. Extra Curricular Achievements/Cultural/Sports/Any other:Nil



FACULTY OF TAMIL

TAMIL

The Department of Tamil does not offer an individual course in the college, but teaches Part – I Tamil Foundation Course for B.Com.(General), B.Com.(Co-operative Management), B.B.A. and B.Sc. Computer Science. The faculty members of the Department regularly attend seminars, conferences and workshops both at national and international levels. They have also published research articles in National and International Journals.

1. **Name of the Department** : Tamil
2. **Year of Establishment** : 1995
3. **Names of Programmes/Courses Offered**
(UG, PG, M.Phil., Ph.D., Integrated Masters;
Integrated Ph.D., etc.) : Part - I Tamil for
B.Com.(General),
B.Com.(Co-operative
Management),
B.Sc.(CS) and B.B.A.
4. **Names of Interdisciplinary courses and the
departments/units involved** : Nil
5. **Annual/semester/choice based credit system
(Programmewise)** : Semester System
6. **Participation of the department in the
Courses offered by other departments :** Tamil is offered as Part I or
Foundation Paper for four
courses. Hence, the
Department participates
actively in the courses offered
by the other departments.
7. **Courses in collaboration with
other universities, industries, foreign institutions, etc.**
: Nil
8. **Details of courses/programmes discontinued
(if any) with reasons** : Nil

9. Number of teachingposts:

Name of the Post	Sanctioned	Filled
Professors	Nil	Nil
AssociateProfessors	Nil	Nil
AssistantProfessors	2	2

10. Facultyprofilewithname,qualification,designation,specialization,(D.Sc./D.Litt./Ph.D./M.Phil., etc.) :

Sl. No.	Name	Qualification	Designation	Experience	Specialization
1.	Dr.R.B.Vivekanandadasan	M.A., M.Phil., Ph.D.	Assistant Professor& Head	8 Years	Ancient Tamil Literature, Modern Literature
2.	Dr. J.Pougajendy	M.A.,M.Ed, M.Phil., Ph.D.	Asst. Professor	4 Years	Tamil Grammar, Folklore

11. List of senior visiting faculty : Nil

12. Percentage of lectures delivered and practicalclasses handled (programmewise) by temporary faculty : Nil

13. Student-TeacherRatio(programmewise) :40: 1

14. Number of academic support staff(technical)andAdministrative staff; sanctioned and filled : Not Applicable

15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil./PG :Faculty with Ph.D.-2

16. Number of faculty with on-goingprojects from (a) National(b) Internationalfunding agencies andgrants received :Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR,etc.andtotal grantsreceived : Nil

18. Research Centre/facility recognized by theUniversity :Nil

19. Publications:

Publication per faculty:

1. Dr.R.B. VIVEKANANDADASAN

- Number of papers published in peer reviewed journals (national / international) : 01
- Chapters in Book : 06

2.Dr. J.POUGAJENDY

- Number of papers published in peer reviewed journals
(national/international) : 02
- Chapters in Book : 08
- Books Edited : 02
- 20. Areas of consultancy and income generated** : Nil
- 21. Faculty as members in (a) National committees
(b) International Committees (c) Editorial Boards** : Nil
- 22. Student projects**
- a) Percentage of students who have done in-house
projects including inter departmental/programme : Nil
- b) Percentage of students placed for projects in
organizations outside the institution i.e. in Research
laboratories/Industry/other agencies : Nil
- 23. Awards/Recognitions received by faculty and Students:**
- a) Awards/Recognitions received by Faculty : Nil
- b) Awards/Recognitions received by Students : Nil
- 27. List of eminent academicians and scientists/visitors
to the department** : Nil
- 28. Seminars/Conferences/Workshops organized &
the source of funding** : Nil
- 29. Student profile programme/coursewise** : NA
- 30. Diversity of Students** : NA
- 31. How many students have cleared national and state competitive
examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?**
: NA
- 32. Student progression (2010-11 – 2012-13 Batch)** :
- 33. Details of Infrastructural facilities** : NA
- a) Library : Nil
- b) Internet facilities for Staff & Students : Nil
- c) Class rooms with ICT facility : Nil
- d) Laboratories : Nil

34. Number of students receiving financial assistance from college, university, Government or other agencies : NA

35. Details on student enrichment programmes (Special Lectures/Workshops/Seminar) with external experts : NA

36. Teaching methods adopted to improve student learning:

- Lecture and interactive teaching
- Doubt clarification
- Class discussions
- Power point presentations
- Assignments
- Class room seminars

37. Participation in Institutional Social Responsibility (ISR) and Extension activities : Nil

38. SWOC analysis of the department and Future plans :

Strength:

- Qualified, competent and dynamic staff who contribute immensely for the welfare of the students and the college.

Weaknesses

- Tamil is not the main department.

Opportunities:

- Lectures on literary genre may be conducted by inviting Tamil writers.
- Add on certificate courses on Tamil Grammar and usage, Tamil Classical Literature, Journalism and Mass Communication may be initiated for the benefit of the students' community.
- Number of Tamil books can be increased in the library.

Challenges:

- Tamil is not the main course.

Future Plans:

- To start main course.
- To conduct Seminars, Workshops and conferences with the help of UGC Sponsors.
- To establish Department Library.

FACULTY PROFILE

1. Name and Designation : Dr.R.B.Vivekanandadasan
Assistant Professor
2. Residential Address : 2,First Cross, Market St,
Srinivas Nagar, Ariyankuppam,
Puducherry-605007
Mobile: 9790177021
E Mail:vivek.anand70@yahoo.com
3. Date of Birth : 17-10-1977
4. Martial status : Married
5. Initial Appointment : 12-6-2009
6. Educational Qualification : M.A., M.Phil., Ph.D.
7. NET/SLET/OTHERS : NET June 2001
8. Academic Awards/Achievements: Nil
9. Ph.D. Thesis Title : "The Role of Literature in Creating
Power Structure- with Special
Reference to Sangam Literature"
10. M.Phil Thesis Title : " A Study of Criticismson
Puthumaipithan"
11. Professional Experience : 8 Years
12. Area of Specialisation : Ancient Literature and Modern
Literature
13. Subjects Taught : Tamil –UG foundation Course
14. Leadership Positions : Acting as NSS Programme Officer
15. Computer skills : MS Office

16. Workshops/Seminars/Conferences-Participations/Presentations:

List of International Seminar:

- Presentation – One day international seminar on “Murugan in Tamil Literature Down the Ages”organised by MailamParimalavel Advanced Research Centre, held atBharathidasan Govt. College for Women(Autonomus), Dec.2014

List of National Seminar:

- Presentation–Oneday seminar, paper entitledPuthumaipithanPunaikathaigalPatriyaAyyugalOruMathipeedu’’ organised by Aravanan Arakattalai, held at Pondicherry Institute of Linguistic and Culture, Puducherry.Jan.2001.
- Presented a paper entitled“PropinAmaipiyalParvaiyilNattupurakathaiPadalgal’’ UGC Sponsored Seminar,Pondicherry University, Puducherry,2003.
- Presented a paper entitled “PuduvaiNattupuraKathaigalSegarippu-OruMathipeedu’’, National SeminarConducted by SubramaniyaBharthiyar School of Tamil, Pondicherry University, Pondicherry, 2011.
- Presented a paper entitled “PorulVairPiriyuPadalgalumArsuruvakamum’’in the National Seminar organised by Department of Tamil, Tagore Arts College, Puducherry 27th,28thMarch,2015.
- Presented a Paper entitled “SangaIllakiathilPuraSamayaEthirpunarvu’’ in the National Seminar conducted by Indo-American College, Cheyyar on23.4.2014.

17. Publication:

- “PuthumaipithanPunaikathaigalPatriyaAyyvugalOruMathipeedu’’ – ThamizhiyalAyyvugal, Vol.II, Puducherry, 2001.
- “ThamizhilKattavizhpuSindhanayumKurunthogaiPadalum’’ – Kotpatayugal, SubramaniyaBharthiyar School Of Tamil, Pondicherry University, Pondicherry, 2002.
- “PropinAmaipiyalParvaiyilNattupuraKathaiPadalgal’’NattupuravialKotpat aiugal,Ponidcherry University, Puducherry,2003.

- “SangaIlakiyathilMurugaVazhipattinThotrammumValarchiyum”, Tamil IllakiyathilKalanthorumMurugan,MailamParimalavel Advanced Research Centre, 2014.
- “SangaIllakiathilPuraSamayaEthirpunarvu”Indo-American College,Kalanthorum Tamil SamugaUravugalInakamumPinakkamum,Cheyyar,2014.
- “PorulVairPiriyuPadalgalumArsuruvakamum, Tagore Arts College, Puducherry, March 2015.

Journal:

- “IlayankudiyumMaranayanarum”, Kaavya(Tamil Quarterly)August, 2013.

18. Extra Curricular Achievements/Cultural/Sports/Any other:

Extra-Curricular:

- Acted as NSS Programme Officer from 18.01.2010 to 30.08.2013.
- Organised NSS Special Camp, rally and conducted lectures on awareness and career guidance.
- Participated in a 9-Day Special Skiing Course from 26.03.10 to 03.04.10 conducted by AtalBihari Vajpayee Institute of Mountaineering & Allied Sports, Manali, Himachal Pradesh.
- Participated in a Ten-day General Orientation Course conducted by the ‘Training, Orientation and Research Centre, Madras School of Social Work, Chennai from 1.12.2010 to 10.12.2010.
- Organising Committee member in National Integration Camp, conducted by State NSS Cell, Puducherry From 21.5.2011 to 29.5.2011.
- Participated in the State Level Workshop on State Youth Policy 2010 organised by the Directorate of School Education at the Conference of the Directorate on 7.08.2010.
- Received Appreciation certificate for organising students to render volunteer ship for two days in the Puducherry Book Fair 2012, Organised by Directorate of Art and Culture, Puducherry.
- Participated in a One-Day Workshop on Indian System of Medicine, conducted by Field Publicity Office, Govt. of India, Puducherry.

Orientation and Refresher Course:

- Participated in Refresher Course in Tamil held from 07.02.2014 to 27.02.2015, conducted by Academic Staff College, Pondicherry University.
- Participated in Orientation Course held from 1.0.2012 to 28.09.2012 conducted by Academic Staff College, Pondicherry University.

1. Name and Designation : Dr. B. Pougajendy,
Assistant Professor
2. Residential Address : No:25, V.O.C Street,
Veerampattinam,
Puducherry-605007
Contact No: 9486417267
3. Date of Birth : 06.12.1966
4. Martial status : Married
5. Initial Appointment : 05.9.2010
6. Educational Qualification : M.A., M.Phil., Ph.D.
7. NET/SLET/OTHERS : Nil
8. Academic Awards/Achievements: Nil
9. Ph.D. Thesis Title : “KuyilEthazgalilMozhi, Enam,
Naadu”
10. M.Phil Thesis Title : “KuyilEthazgalilBharathidasan
KaatumMozhi, Enam, Naadu”
11. Professional Experience : 8 Years
12. Area of Specialisation : Education & Grammar, Sangam
Literature, Modern Literature,
Modern Literature, Folk Lore,
Siddha Works
13. Subjects Taught : Tamil –UG foundation Course
14. Leadership Positions :
15. Computer skills :
16. Workshops/Seminars/Conferences- Participations/Presentations:

List of International Seminar:

- Participation– National Seminar on “Tharkkala Tamil
elakkiyathinPuthiyaPokkugal”,

PenniyaNokkilPudhuvaiSivamNadaganga”, ArulmiguPazhaniyandavar Women College, Pazhani.

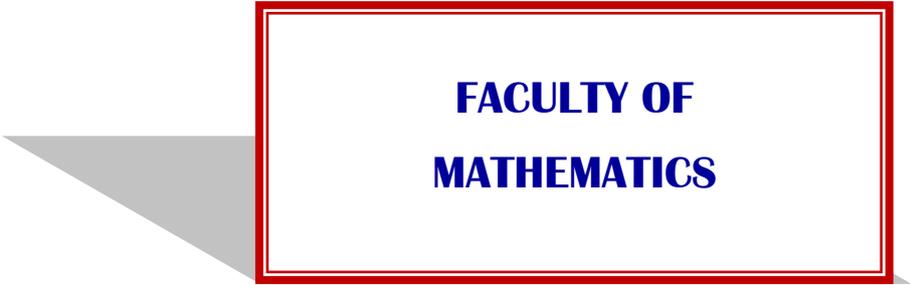
- Participation – Three-Day National Conference on “Fifteenth National Conference”, “Kavingar Tamil OliyinnokkumTheervum”, 27th, 28th and 29th May, 2004, AnnaiThersa Women University, Kodaikanal.
- Participation – Two-Day National Conference on “First National Conference”, “Kavingar Tamil OliyinnallituNadai”, 17th and 18th December, 2005, R. Subramaniam Arts and Science College, Mohanur.
- Participation – Ten-Day National Training Programme on Silappathikaram held at Auroville from 25th March to 3rd April, 2010 organised by Central Institute of Classical Tamil in Association with Tamil HERITAGE Centre.

17. Publications:

List of Publication:

- “NaaduSanmugaMudhaliyar Kala AracialSamoogam” – RajakaviyaPadhippagam, Veerampattinam, Puducherry, 2001.
- “KuyilEthazgalilBharathidasanPadaippugalKaatumMozhi, Enam, Naadu” – NarayanaPougajendyPadhippagam, Puducherry.

18. Extra Curricular Achievements/Cultural/Sports/Any other: Nil



**FACULTY OF
MATHEMATICS**

MATHEMATICS

The Department of Mathematics does not have a course in the college, but offers Allied Mathematics to the five courses B.Com.(General),B.Com.(Co-operative Management), B.B.A.,B.Sc., B.C.A.,of the college. The faculty of the Department attend seminars, conferences and workshops both at national and international levels. Also, the faculty members publish research articles in national and International Journals regularly.

1. **Name of the Department** : Mathematics
2. **Year of Establishment** : 1995
3. **Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** : Allied Mathematics for B.Com.(General), B.Com.(Coop.Mgt.), B.Sc. (Computer Science), B.C.A., B.B.A.
4. **Names of Interdisciplinary courses and the departments/units involved** : Nil
5. **Annual/semester/choice based credit system (Programme wise)** : Semester System
6. **Participation of the department in the Courses offered by other departments** : Nil
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.** : Nil
8. **Details of courses/programmes discontinued (if any) with reasons** : Nil
9. **Number of Teaching posts:**

Name of the Post	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Assistant Professors	2	2

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M.Phil., etc.) :

Sl. No.	Name	Qualification	Designation	Experience	Specialization
1.	Dr. K. Sathiya	M.Sc., B.Ed., M.Phil., Ph.D.	Assistant Professor & Head	8 Years, 6 Months	Stochastic Process – Queuing Theory, Probability and Statistics
2.	C. Balamourugane	M.Sc., B.Ed., M.Phil.	Assistant Professor	8 Years	Business Statistics, Discrete Mathematics

- 11. List of senior visiting faculty** : Nil
- 12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty** : Nil
- 13. Student-Teacher Ratio (programme wise)** : 40: 1
- 14. Number of academic support staff (technical) and Administrative staff; sanctioned and filled** : Not Applicable
- 15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil./PG** : Faculty with Ph.D-1
Faculty with M.Phil-1
- 16. Number of faculty with on-going projects from (a) National (b) International funding agencies and grants received** : Nil
- 17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received** : Nil
- 18. Research Centre/facility recognized by the University:** Nil
- 19. Publications:**
Publication per faculty:
Dr. K. SATHIYA:
- Number of papers published in peer reviewed journals (national / international) : 13
 - Chapter in Books : 01
- 20. Areas of consultancy and income generated** : Nil
- 21. Faculty as members in (a) National committees (b) International Committees (c) Editorial Boards** : Nil

- 22. Student projects:**
- a) Percentage of students who have done in-house projects including inter departmental/ programme : Nil
 - b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies : Nil
- 23. Awards/Recognitions received by faculty and Students:**
- a) Awards/Recognitions received by Faculty : Nil
 - b) Awards/Recognitions received by Students : Nil
- 24. List of eminent academicians and scientists/visitors to the department** : Nil
- 25. Seminars/Conferences/Workshops organized & the source of funding** : Nil
- 26. Student profile programme / coursewise** : NA
- 27. Diversity of Students** : NA
- 28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?** : Nil
- 29. Student progression (2010-11 – 2012-13 Batch)** :
- 30. Details of Infrastructural facilities** : NA
- a) Library : Nil
 - b) Internet facilities for Staff & Student : Nil
 - c) Class rooms with ICT facility : Nil
 - d) Laboratories : Nil
- 31. Number of students receiving financial assistance from college, university, Government or other agencies** : NA
- 32. Details on student enrichment programmes (Special Lectures/ Workshops/Seminar) with external experts** : NA
- 33. Teaching methods adopted to improve student Learning:**
- Lecture and interactive teaching
 - Doubt clarification
 - Class discussions
 - Power point presentations
 - Assignments
 - Class room seminars

34. Participation in Institutional Social Responsibility (ISR) and Extension activities : Nil

35. SWOC Analysis of the department and Future plans :

Strength

- Experienced faculty members.
- Strong student – faculty interaction to create a good academic progress.

Weakness

- No UG programme.
- No internal assessment in the curriculum.
- Aptitude of the students for higher learning is poor.

Opportunities

- Remedial classes conducted to the weak students.
- More Job Opportunities.

Challenges

- To improve the pass percentage.
- Attending Competitive Examinations.
- Improving the performance of the students who mainly come from the rural background.

FACULTY PROFILE

1. Name and Designation : Dr. K. Sathiya, Assistant Professor
2. Residential Address : Plot No. 46, Ajees Nagar,
Reddiyarpalayam
Puducherry – 605 010.
Cell: 9486954460
E-mail: sathiya_maths@ymail.com
3. Date of Birth : 24.12.1980
4. Marital Status : Married
5. Initial Appointment : 27.02.2014
6. Educational Qualifications : M.Sc., B.Ed., M.Phil., Ph.D.
7. NET/SLET/OTHERS : SLET
8. Academic Awards/Achievements: Nil
9. Ph.D. Thesis Title : “Contributions to the study of
Transient Analysis of bulk arrival
Non-MarkovanQueuing System”
10. M.Phil. Thesis Title : “A Class of Ultra discrete Burger’s
Equation”
11. Professional Experience : Teaching Experience : 8Years,
6 Months
12. Area of Specialisation : a) Stochastic Process – Queuing
Theory
b) Probability
13. Subjects Taught : a) Operational Research
b) Numerical Methods
c) Business Statistics
d) Business Mathematics
e) Probability and Statistics

14. Leadership Positions : Head of the Department of Mathematics from February 2014 to till date.
15. Computer Skills : Working Knowledge in -MS Office (Word, Excel and Power Point) and Internet
16. Workshops/Seminars/Conferences - Participations/Presentations:
- Sathiya, K., Batch arrival queue with two types of service and optional re-service with Bernoulli vacation - International Conference on Applied Mathematical Models, PSG Tech., Coimbatore, 2014.
 - Sathiya, K., A single server queue with two types of service having repeated attempts, Proceeding of National Conference on Recent Trends in Mathematical Computing, Bonfring Publications, India, Pp. 28-38, 2013, [ISBN 978 9382338 680].
 - Sathiya, K., Transient behaviour of batch arrival feedback queue with server vacation and balking, Proceedings of National Conference on Recent Advances in Mathematical Analysis and Applications, Bonfring Publications, India, Pp. 86-96, 2013, [ISBN 978-93-82338-69-7].
 - Sathiya, K., A single server batch arrival queue with two phases of service, Proceedings of ICMMA, Annamalai University, India, 2012.
 - Sathiya, K., $M^{[X]}/G/1$ queue with optional service and optional re-service and server vacation – International Conference on Mathematics and its Application, Villupuram, Pp. 1352-1374, 2015.
 - One day seminar on Innovative Teaching Methodologies held at Christ College of Engineering and Technologies, Puducherry.
 - One day seminar on Differential Equation at KMPGS, Puducherry.
17. Publications:
- Sathiya, K., Time dependent solution of batch arrival queue with second optional service and optional re-service with Bernoulli vacation – Mathematical Theory and Modelling, Vol.3, No.1, Pp.1-8, 2013, [ISSN (Paper) 2224-5804, ISSN (Online) 2225-0522] (IC Impact Factor 5.53).

- Sathiya, K., Time dependent solution of Non-Markovian queue with two phases of service and general vacation time distribution *Malaya Journal of Matematik*, Vol.4, No.1, Pp. 20-29, 2013, [ISSN 2319-3786].
- Sathiya, K., $M^{[X]}/G/1$ queue with two types of service subject to random breakdowns, multiple vacation and restricted admissibility, *Applied Mathematical Sciences (Ruse)*, Vol.7, No.53, Pp.2599 - 2611, 2013, [ISSN 1312-885X], MR 3065161.
- Sathiya, K., Analysis of transient behaviour of batch arrival with two stage of service and optional re-service, *International Journal of Computational and Applied Mathematics*, Vol.8, No.2, Pp.161-171, 2013, [ISSN: 1819-4966].
- Sathiya, K., Transient solution of batch arrival queue with two types of service, multiple vacation, random breakdown and restricted admissibility, *International Journal of Management and Information Technology*, Vol.3, No.3, Pp.16-25, 2013, [ISSN 2278-5612], (Impact Factor 1.103).
- Sathiya, K., Two stage heterogeneous service, random breakdowns, delayed repairs and extended server vacations with Bernoulli schedule, *International Journal of Computational and Applied Mathematics*, Vol.8, No.3, Pp.183 - 201, 2013, [ISSN 1819-4966].
- Sathiya, K., Batch arrival queue with three stages of service having server vacations and service interruptions, *Advances and Applications in Statistics*, Vol.3, No.1, Pp.111-126, 2013, [ISSN 0972-3617].
- Sathiya, K., $M^{[X]}/G/1$ feedback queue with three stage heterogeneous service and server vacations having restricted admissibility, *Journal of Computations and Modelling*, Vol.3, No.2, Pp.203-225, 2013, [ISSN: 1792-8850(Online version), 1792-7625 (Print version)].
- Sathiya, K., Analysis of $M^{[X]}/G/1$ queue with service interruption and extended server vacations with Bernoulli schedule, *International Journal of Computer Application*, Vol.68, No.21, Pp.1-7, 2013, [ISSN 0975-8887], (Impact Factor 0.835).
- Sathiya, K., Transient analysis of batch arrival feedback retrial queue with starting failure and Bernoulli vacation, *Mathematical Theory and*

Modelling, Vol.3, No.8, Pp.60-67, 2013, [ISSN (Paper) 2224-5804, ISSN (Online) 2225-0522] (IC Impact Factor 5.53).

- Sathiya, K., $M^{[X]}/G/1$ queue with two phase of service and optional server vacation, International Journal of Computer Application, Vol.66, No.6, Pp.4-10, 2013, [ISSN 0975-8887], (Impact Factor 0.835).
- Sathiya, K., Non-Markovian batch arrival queue with service interruption and extended server vacation, International journal of mathematical modelling and computations, Vol.5, No.1, Pp.49-67, 2015.
- Sathiya, K., NonMarkovian queue with two types of service and optional re-service and vacation – Jamal academic research journal, Pp.360-370, 2015.

18. Extra Curricular Achievements/Cultural/Sports/Any other: Nil

1. Name and Designation : C. Balamourougane,
Assistant Professor
2. Residential Address : No.159, Villianur Road,
T.V.Nagar, Embalam,
Puducherry – 605 106.
Cell: 8220573321
E-mail: balamourougane22@gmail.com
3. Date of Birth : 09-12-1974
4. Marital Status : Married
5. Initial Appointment : 06-10-2010
6. Educational Qualifications : M.Sc., B.Ed., M.Phil.
7. NET/SLET/OTHERS : Nil
8. Academic Awards/Achievements: Nil
9. Ph.D. Thesis Title : Nil
10. M.Phil. Thesis Title : “DiopentineIntegrability”
11. Professional Experience : Teaching Experience : 8 Years
12. Area of Specialisation : a) Business Statistics
b) Business Mathematics
13. Subjects Taught : a) Business Statistics
b) Business Mathematics
c) Probability and Statistics
d) Mathematics for CS
14. Leadership Positions : Nil
15. Computer Skills : Working Knowledge in -MS Office
(Word, Excel and Power Point) and
Internet
16. Workshops/Seminars/Conferences-Participations/Presentations: Nil
17. Publications : Nil
18. Extra Curricular Achievements/Cultural/Sports/Any other: Nil



FACULTY OF ECONOMICS

ECONOMICS

The Department of Economics does not have a course in the college, but offers allied papers, Business Economics (I Semester) and Business Environment (II Semester) to B.Com.(General), and B.Com.(Co-operative Management) courses. It offers Managerial Economics for B.B.A. The faculty of the Department attends Orientation and Refresher courses, seminars, conferences, workshops both at national and international levels. She has also published a number of research articles in books and journals.

1. **Name of the Department** : Economics
2. **Year of Establishment** : 1995
3. **Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** :
 - (a) Business Economics for I B.Com.(Gen) and I B.Com. (Co-operative Management)
 - (b) Business Environment for I B.Com.(Gen) and I B.Com.(Co-op. Mgmt)
 - (c) Managerial Economics for III B.B.A.
4. **Names of Interdisciplinary courses and the departments/units involved** : Nil
5. **Annual/semester/choice based credits system (Programmewise)** : Semester System
6. **Participation of the department in the courses offered by other departments** : Economics is offered as allied papers for B.Com.(General), and B.Com.(Coop. Mgmt) courses, and as a main paper in B.B.A. Hence, the department participates actively in the courses offered by the other departments.

7. Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil

8. Details of courses/programmes discontinued (if any) with reasons : Nil

9. Number of Teaching posts :

Name of the Post	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Assistant Professors	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M.Phil., etc.):

Sl. No.	Name	Qualification	Designation	Experience	Specialization
1.	P. Mogana Soundary	M.S., M.Phil., (Ph.D).	Asst. Professor and Head,	6 Years	Econometrics, Women Studies And Micro Finance

11. List of senior visiting faculty : Nil

12. Percentage of lectures delivered and practical classes handled (programmewise) by temporary faculty : Nil

13. Student-Teacher Ratio (programmewise) : 40: 1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Not Applicable

15. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil./PG : Faculty with Ph.D. - 0

16. Number of faculty with on-going projects from (a) National (b) International funding agencies and grants received : Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received : Nil

18. Research Centre/facility recognized by the University : Nil

19. Publications:

Publication per faculty:

1. Mrs. P. MOHANA SUNDARY

- Chapter in Books : 05
- Journals : 12

20. Areas of consultancy and income generated : Nil

**21. Faculty as members in (a) National committees
(b) International Committees (c) Editorial Boards** : Nil

22. Student projects:

- a) Percentage of students who have done in-house projects including inter departmental/ programme : Nil
- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry /other agencies : Nil

23. Awards/Recognitions received by faculty and Students:

- a) Awards/Recognitions received by Faculty : Nil
- b) Awards/Recognitions received by Students : Nil

24. List of eminent academicians and scientists/visitors to the department : Nil

25. Seminars/Conferences/Workshops organized & the source of funding : Nil

26. Student profile programme/coursewise : NA

27. Diversity of Students : NA

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?
: Nil

29. Student progression (2010-11 – 2012-13 Batch) :

30. Details of Infrastructural facilities : NA

- a) Library : Nil
- b) Internet facilities for Staff & Students : Nil
- c) Class rooms with ICT facility : Nil
- d) Laboratories : Nil

31. Number of students receiving financial assistance from college, university, Government or other agencies : NA

32. Detailson student enrichment programmes (Special Lectures/Workshops/Seminar) with external experts: NA

33. Teaching methods adopted to improve student Learning:

- Lecture and interactive teaching
- Doubt clarification,
- Class discussions
- Power point presentations
- Assignments
- Class room seminars

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

Performing additional Responsibility as NCC Officer since 2011.

35. SWOC Analysis of the department and Future plans:

Strength

- Qualified, competent and dynamic staff contributing immensely for the development in curricular and extra-curricular performance of the students.

Weaknesses

- Economics is not a main department.

Opportunities

- A Degree Course in Economics can be raised in the institution.

Challenges

- Degree course in Economics is not offered by the institution.
- Most of the students hail from rural, poor families and are the first generation learners.

Future Plans

- To start main course.
- To conduct Seminars, Workshops and conferences with the help of UGC Sponsors.
- To establish Department Library.

FACULTY PROFILE

1. Name and Designation : P. Mogana Soundary,
Assistant Professor
2. Residential Address : 72, Villianur Road,
Murungappakkam,
Pondicherry- 605004.
Contact: 9789018662
E-mail:mohana_pms2003@yahoo.co.in
3. Date of Birth : 02-07-1976
4. Marital Status : Married
5. Initial Appointment : 12-06-2009
6. Educational Qualifications : M.S., M.Phil., PGDCA, (Ph.D.)
7. NET/SLET/OTHERS : Nil
8. Academic Awards/Achievements: Nil
9. Ph.D. Thesis Title : “Work Participation of Women in
Hazardous Industries in Puducherry
Region and Its Impact on their
Health”
10. M.Phil. Thesis Title : “Socio-Economic Conditions of the
Elderly in Pondicherry Region”
11. Professional Experience : Teaching Experience - Six years and
Three Months.
12. Area of Specialisation : a) Econometrics
b) Women Studies
c) Micro Finance
13. Subjects Taught : a) Business Economics
b) Business Environment
c) Managerial Economics
d) Research Methodology
e) Fundamentals of Entrepreneurship

14. Leadership Positions :

- Heading the Department of Economics, since June 2009.
- NCC Officer (Navy Wing) since April 2011 to till date.

15. Computer Skills :

- PG Diploma in Computer Applications
- Working Knowledge in -MS Office (Word, Excel and Power Point) and Internet.

16. Workshops/Seminars/Conferences - Participations/Presentations:

- Presented a paper entitled “Status of Women in India and Canada: A Comparative Study”, at the Indian Association for Canadian Studies and U.G.C. Sponsored Workshop-Cum-Seminar on Canadian Studies in the New Millennium: Probabilities and Possibilities, Department of English, Annamalai University, Chidambaram, 21–23 March 2000 (Co-Author: Dr. V. Nirmala).
- Paper accepted for presentation titled “Youth Unemployment Status in the Union Territory of Pondicherry,” at the 42nd Annual Conference of Indian Society of Labour Economics, Rani Durgavathi University, Jabalpur, Madhya Pradesh, 9–11 December, 2000 (Co-Author: P. Prasanna).
- Presented a paper entitled “Role of Rural Institutions in Rural Development: A Case Study of DWCRA”, at the National Institute for Rural Development (NIRD) Foundation Day Seminar, NIRD, Hyderabad, 7–8 January, 2001 (Co-Author: Dr. V. Nirmala).
- Presented a paper entitled “Distress Diversification into Non-Farm Activities Among Poor Rural Female Workers in Pondicherry Region”, at the National Seminar on Role of Agriculture in Pushing Back Poverty in Tamil Nadu, Department of Agriculture Economics, Annamalai University, Chidambaram, 16–17 March, 2001 (Co-Author: Dr. V. Nirmala).
- Paper accepted for presentation titled “A Case Study of Rural Self Employed Women”, at the National Seminar on Problems and Prospects of Self- Employment, Department of Economics, Govt. College, Daman, 30th September, 2001.

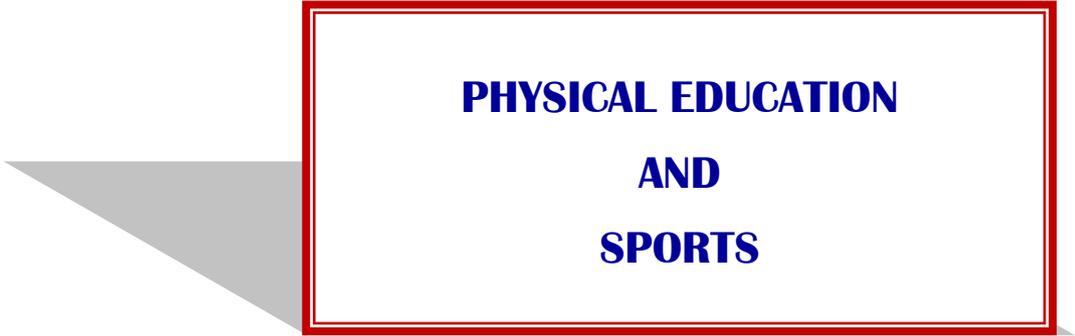
- Presented a paper entitled “An Analysis of Bio-Gas Plants in Pondicherry Region,” at the State Level Seminar on Khadi and Village Industries in the New Millennium, Department of Rural Industries and Management, Gandhigram Rural Institute – Deemed University, Gandhigram, 1st November 2001 (Co-Authors: Ramany and Dharmashamvarthani).
- Paper accepted for presentation titled “Changing Agrarian Scenario in the Union Territory of Pondicherry”, at the 43rd Annual Conference of Indian Society of Labour Economics, Institute for Social and Economic Change, Bangalore, 18–20 December, 2001.
- Presented a paper entitled “Role of Micro-Credit in Rural Women’s Development”, at the U.G.C. sponsored National Seminar on Contemporary Development Initiatives, Department of Economics, Smt. ParvathibaiChowgule Cultural Foundation’s College of Arts and Science, Goa, 13–14 December, 2002.
- Presented a paper entitled “A Case Study of Women Entrepreneurs in Pondicherry Region”, at the National Seminar on Women Entrepreneurship and Economic Development, Department of Economics, Ethiraj College for Women, Chennai, 9–11 December, 2002.
- Presented a paper entitled “Women’s Empowerment through SHG Micro-Credit in Rural Pondicherry Region”, at the National Seminar on Women Empowerment, Department of Agricultural Economics, Faculty of Agriculture, Annamalai University, Chidambaram, 7–8 March, 2003 (Co-Author: Dr. V. Nirmala).
- Presented a paper entitled “Empowerment of Women Amidst Corruption in Pondicherry Region”, at the National Seminar on Inter Linkages of Bribery Market with Crime, Politics and Ecological Development, Department of Economics, Sri Venkateswara University, Tirupati, 13–14 March, 2003.
- Presented a paper entitled “Impact of Socio-Economic Development on Work Participation Rate of the Elderly in India”, at the 45th Annual Conference of Indian Society of Labour Economics, Jadavpur University, Kolkata, 15–17, December, 2003. (Co-Author: Dr. V. Nirmala)

17. Publications:

- “Role of Rural Institutions in Rural Development: A Case Study of DWCRA,” in Emerging Institutions in Rural Development, (Ed.) S.P. Jain, NIRD, Hyderabad, 2001.
- “Youth Participation in Labour Market in the Union Territory of Pondicherry: Structure and Changes”, in Employment Planning for Better Employment, Ed., S. Murty, RBSA Publishers, Jaipur, 2003.
- “Empowerment of Women Amidst Corruption in Pondicherry Region”, in Interlinkages of Bribery Market with Crime, Politics, and Ecological Development, Ed., A. Ranga Reddy, Serial Publications, New Delhi, 2003.
- “Distress Diversification into Non-Farm Activities among Poor Rural Female Workers in Pondicherry Region”, in Economic Reforms and Perspectives: Recent Developments in Indian Economy, Ed., BoppanaNagarajuna, Serials Publications, New Delhi, 2004.
- “Changing Pattern of Work Participation in Agricultural Sector in the Union Territory of Pondicherry”, in Faces and Phases of Agriculture and Industry in India, Ed., S. Murty, RBSA Publishers, Jaipur, 2004.

18. Extra-Curricular Achievements/Cultural/Sports/Any other:

- Received ‘Best Emerging ANO’ Award in the Golden Jubilee year celebration of Pondicherry NCC Group on 14th May 2014 for the best performance as NCC Officer.



**PHYSICAL EDUCATION
AND
SPORTS**

Physical Education and Sports



The College has a good 400 meters Athletic Track and a Playground which is widely used by students of the college and the general public as well. The department is also equipped with adequate sports equipment for students use.

The Director of Physical Education and Sports of our college organizes extramural Tournaments/Competitions at college level and Intra-mural competitions for the students regularly. The students participate in Inter-collegiate and Inter-University Tournaments and bring laurels to the college. The department extends its sports services to special athletes and also conducts competitions for mentally challenged athletes.

The Director of Physical Education with his unique experience and profound knowledge in sports administration at National and International level adds a feather to the cap of the College. Extraordinarily to brief, our Director of Physical Education has officiated in the game of Basketball at the Asian Games and other International and National Basketball Competitions.



Dr. Prakash P. Sandou
M.P.Ed., M.Phil., Ph.D., PGDSM,
Director of Physical Education,
International Basketball Referee,
RGASC, Puducherry.

FACULTY PROFILE

1. Name and Designation : Dr. PrakashPaquiarajSandou,
College Director of Physical
Education
2. Residential Address : No: 111, Y.V.Pllai Street,
Puducherry – 605001.
Contact: 9442575967
E-mail: sandou73@gmail.com
3. Date of Birth : 04-06-1973
4. Marital Status : Married
5. Initial Appointment : 01-06-2007
6. Educational Qualifications : M.P.Ed., M.Phil.,Ph.D., P.G.D.S.M.
7. NET/SLET/OTHERS : NET – Physical Education
8. Academic Awards/Achievements: Golden Medallist in Master’s Degree
9. Ph.D. Thesis Title : “Critical Analysis of Performance of
Indian Basketball Women Team in
the FIBA – Asia Championship”
10. M.Phil. Thesis Title : “Descriptive Analysis of Basketball
Team Performance in the Senior
National Basketball Championship”
11. Professional Experience : 8Years
12. Area of Specialisation : a) Training Methods
b) Basketball and Athletics
13. Subjects Taught : Physical Education & Sports
14. Leadership Positions :
 - Chairman Technical Committee, Pondicherry Basketball Association.
 - Sports Director – Special Olympics, Bharat, Puducherry.

15. Computer Skills : Working Knowledge in -MS Office (Word, Excel and Power Point) and Internet.

16. Workshops/Seminars/Conferences - Participations/Presentations:

- Participated in the National Seminar on Professional and Scientific Approaches in Physical Education and Sports Sciences held at Pondicherry University, Puducherry on 12th March, 2008 and presented a paper on Descriptive Analysis of Basketball Team Performance.
- Participated in the National Conference on Doping in Sports – Invigoration, Prerequisites and Misapprehensions held at National College, Trichy, on 28th July, 2012 and presented a paper on Critical Analysis of Performance of Indian Women Basketball Team in the FIBA – Asia Championship.
- Participated in the National Seminar on Role of Yoga and Physical Exercise for Enhancement of Health and Fitness held at Department of Physical Education and Sports, Pondicherry University, on 25th March, 2013 and presented a paper on Analysis of Two Point Shot Performance in Top Level Basketball Matches.
- Participated in the National Workshop on Modern Trends in Physical Education and Sports held at Department of Physical Education and Sports, Pondicherry University, on 30th October, 2006.

17. Publications: Nil

18. Extra Curricular Achievements/Cultural/Sports/Any other:

- Represented India as Basketball Referee at the Asian Games 2010 at Gangzhou, China.
- Represented India as Basketball Referee at the South Asian Federation Games – 2010 at Dakha, Bangladesh.
- Represented India as Basketball Coach at the Special Olympic world summer games at Shangai, China in June 2007.

College Sports



Students marching for inauguration of Sports Day



Sports Day Oath



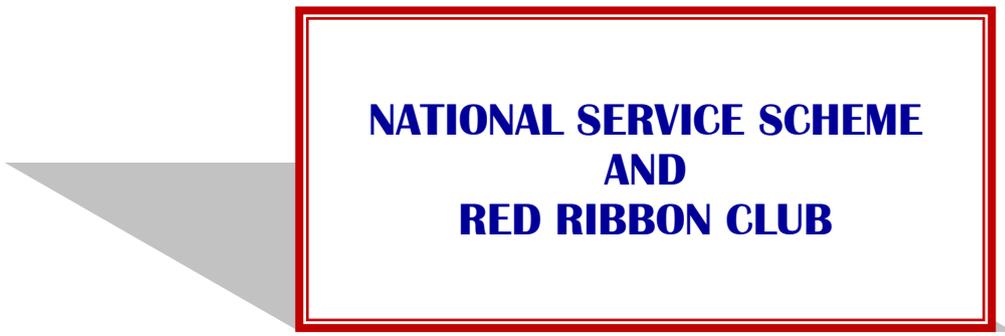
Principal declaring the Sports Meet



Inaugurating the sports meet with Torch run



Athletic Event both Girls and Boys



**NATIONAL SERVICE SCHEME
AND
RED RIBBON CLUB**

National Service Scheme



NSS Unit of Rajiv Gandhi Arts and Science College

The NSS unit is a voluntary association consisting of 100 students. The unit of this college conducts regular Awareness programs, annual Blood Camp, Anti-Ragging awareness program, Anti-Drug awareness program and Plantation programs. It also participates in various campaign programs conducted by Women and Health department, Forest department etc. and there by, developing student's personality through community service.

National Service Scheme (NSS) is an Indian Government sponsored public service program conducted by the Department of Youth Affairs and Sports, Government of India. This scheme was launched during Gandhiji's Centenary year, 1969. Aimed at developing students' personality through community service, NSS is a voluntary association of young people in Colleges, Universities and at +2 level working for a campus-community linkage.

Motto

The Motto of NSS "Not Me But You", reflects the essence of democratic living and upholds the need for self-less service. NSS helps the students develop appreciation to other person's point of view and also shows consideration to other living beings. The philosophy of the NSS is well brought out in this motto, which underlines the belief that the welfare of an individual is ultimately dependent on the welfare of the society on the whole and therefore, the NSS volunteers shall strive for the well-being of the society.

Objectives:

The main objectives of National Service Scheme (NSS) are to:

1. Understand the community in which they work
2. Understand themselves in relation to their community
3. Identify the needs and problems of the community and involve them in problem-solving
4. Develop in themselves a sense of social and civic responsibility
5. Utilize their knowledge in finding practical solutions to individual and community problems

6. Develop competence required for group-living and sharing of responsibilities
7. Gain skills in mobilizing community participation
8. Acquire leadership qualities and democratic attitudes
9. Develop capacity to meet emergencies and natural disasters and
10. Practice national integration and social harmony.



Dr. K. Sathiya
M.Sc., B.Ed., M.Phil., Ph.D.
Assistant Professor of Mathematics,
NSS Co-programme Officer,
RGASC, Puducherry.

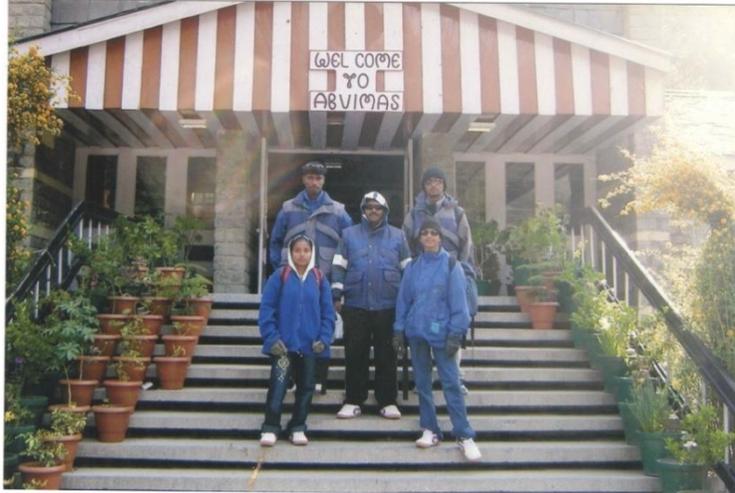


Dr.R.B. Vivekanandadasan,
M.A., M.Phil., Ph.D.
Assistant Professor of Tamil,
NSS Programme Officer,
RGASC, Puducherry.

Activities



Inauguration of the NSS Special Camp - May 2011



Our NSS Volunteers attended a Mountaineering and Advanced Skiing Camp, Kulu Manali, Himachal Pradesh



Creating General Health Awareness among Gypsies



Rally on Dengue Awareness



Our Volunteers cleaning Gipsy's area at Kuravanpet, Puducherry.

Red Ribbon Club



Red Ribbon Club is a movement by the Government of India in educational Institutions through which students create awareness of AIDS. Through RRC youth are encouraged to learn about safe and healthy lifestyles. The RRC promotes access to information on safe sexual behaviours and voluntary blood donation as well as enable them to become change agents in HIV and AIDS programme.

Goal

- To reduce the occurrence of new sexually transmitted infections (incidence), particularly HIV, among youth.

Objective

- To prepare youth as peer educators/agents of change both among youth as well as society at large by developing their skills on leadership, advocacy, communication and team building.
- To increase awareness among youth on sexual reproductive health and HIV/AIDS.
- To impart skills among youth on self-protection, negotiation, and effective group interaction.

Under the support of Pondicherry AIDS Control society our college organises AIDS and Blood Donation awareness through Rally and special lectures. The club conducts competitions like quiz, essay writing and Elocutions on AIDS and Blood Donation awareness. Every year the club organise Blood Donation Camps.



Dr.R.B. Vivekanandadasan,
M.A., M.Phil., Ph.D.
Assistant Professor of Tamil,
RRC Convenor,
RGASC, Puducherry.

Activities



Preliminary blood check-up for Blood Donation



Rally on Blood Donation and AIDS Awareness



Rally on AIDS Awareness



NATIONAL CADET CORPS

National Cadet Corps

Navy Wing

NCC in Our College

The NCC Navy Wing was raised in our institution during 2008 and functions under 1(P) NAVAL UNIT NCC. The total strength of NCC cadets in the college is 50, with a mix of Senior Division (SD) (boys 70 %) and Senior Wing (SW) (girls 70%).

Every year the students of the college show keen interest in enrolling in NCC. Orientation Programme on NCC is organised by the NCC officer, presided by the Principal, with the presence of Commanding Officer, 1P NAVAL UNIT NCC.

The cadets attend the Training Camp exposed to various activities like Drill, Firing, swimming, boat pulling, health and hygiene first aid, semaphore, rigging, etc.

Almost every year, cadets from the institution attend the **Republic Day Parade** held on 26th January in New Delhi and the Nau-sainik Camp.

Every year the cadets of the college participate in the Independence Day Parade on 15th August and Republic Day Parade on 26th January held in Pondicherry. Many a times the Navy wing has won the Trophy for the best March past among the three wings (Army, Navy and Airforce).

The NCC Navy wing of the College has organised various programmes such as

1. "Orientation on NCC – Its importance and Benefits" – organised in September of every year to orient the first year students about NCC
2. Tree Plantation Event in September 2013
3. Awareness Programme on the "Career Opportunities for NCC Cadets in Defence" during December 2013

Above all every year all the second year cadets appear for their 'B' Certificate exam and the third year cadets appear for their 'C' certificate exam.

The College has received '**Best Institute - (Champion)**' Trophy for the best performance of NCC Navy wing of the institution, and the NCC Officer Mrs. P. Mogana Soundary received '**Best Emerging ANO**' Award in the Golden Jubilee year celebration of Pondicherry NCC Group on 14th May 2014 for the best performance as NCC Officer.

The 1(P) NAVAL UNIT NCC has adopted the village Thanambalayam (the village in which the institution exists) in 2011 and serving for the development of the village by volunteering cadets services for Pulse Polio Campaigns, conducting various Awareness Rallies and conducting Village Cleaning Programmes.



Mrs. P. Mogana Soundary,
M.S. M.Phil., PGDCA, (Ph.D)
Assistant Professor of Economics,
NCC Officer,
RGASC, Puducherry.

Activities



Swimming Camp



Campus cleaning at NCC Unit, Puducherry



Participation in the Republic Day Camp at New Delhi



Awareness Rally on Cleanliness and Save Water



March Past Parade on Republic Day



***Guard of Honour by Cadets to the Excellency Lt. Governor of Puducherry
Shri. Virendra Kataria***



***Our Cadet Kamatchi Honours His Excellency the Lt. Governor of Puducherry
Shri. Virendra Kataria. Event – Boat Expedition***



Tent Pitching During Combined Annual Training Camp



Cadets with their Trophies



Boat Pulling by Our Senior Division Boys at Chunnambar, Puducherry



Boat Pulling by Our Senior Division Girls at Chunnambar, Puducherry



'B' and 'C' Certificate Examination



Rifle Drill Practice



AIDS Awareness Rally



DECLARATION



RAJIV GANDHI ARTS AND SCIENCE COLLEGE
(Affiliated to Pondicherry University)
THAVALAKUPPAM, PUDUCHERRY – 605 007
Union Territory of Puducherry. Website: www.rgasc.org



Ref.No. 3405/rgasc/Estt./2014-15

Office of the Principal,
E-mail: officergasc@gmail.com
Ph. 0413 – 2618180

Declaration by the Head of the Institution

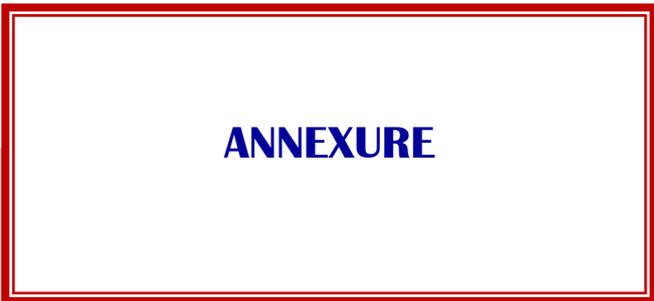
I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer Team will validate the information provided in this SSR during the Peer Team visit.

Date :21-10-2014
Place:Puducherry

**Signature of the Head of the
Institution with seal**



ANNEXURE



Prof. V. Indumathi
Registrar (i/c)

PONDICHERRY UNIVERSITY

(A Central University established under an Act of Parliament 1985)

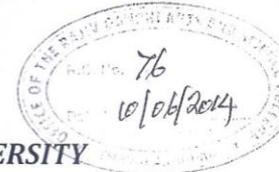
R.V. Nagar, Kalapet, Puducherry-605 014

Phone: 0413-2654202,

Fax: 0413-2655734

E-mail: registrar@pondiuni.edu.in

pu_registrar@yahoo.co.in



No.PU/AW-3/RGASC/16/2014-15/ 247

Date: 09.05.14

To

Speed Post

The Principal
Rajiv Gandhi Arts & Science College
Nallavadu Road
Thavalakuppam
Puducherry – 605 007.

Madam,

Sub: Pondicherry University – Extension of Provisional Affiliation
for UG courses for the academic year 2014-15 Observations / Conditions of
the Inspection Committee communicated for compliance – Reg.

Ref: Inspection Committee Report dated 26.03.2014.

-x-

I am to communicate the following observations/conditions of the Inspection Committee which had visited your Institution on 26.03.2014 in connection with your request for extension of provisional affiliation for the following courses with intake as noted against each for the academic year 2014-15, with a request to take immediate action to fulfill the conditions and to report the action taken.

Extension of provisional affiliation (2014-15)

Sl.No.	Name of the Course	Intake
1.	B.Com.	40
2.	B.Com. Co-operative Management	40
3.	B.B.A	30
4.	B.Sc. Computer Science	30
5.	B.C.A	30

Observations/Conditions to be fulfilled:

1. The existing building is not upto the mark for conducting the above programmes. Hence, a new site must be identified immediately. The Principal of the College must take necessary steps to shift the building to the new site within the academic year.
2. The existing programmes are recommended for the benefit of rural people even though there is no permanent building.
3. The outsourcing faculties engaged for B.Sc. (Computer Science), B.C.A must be removed and qualified faculty to be appointed by a duly constituted selection committee with University nominee in the Committee.
4. Computer lab, Network facilities must be improved.
5. More journals and books must be purchased.
6. Licensed software should be procured and installed immediately.
7. The meeting of the duly constituted Academic Advisory Committee, with University nominee. must be conducted within 2 months.

You are required to rectify the above deficiencies and submit the compliance report with supporting documents/proof **on or before 15.06.2014** and also an undertaking on a non judicial stamp paper, duly attested by a Notary Public for fulfilling the affiliation conditions prescribed by the Inspection Committee above and in the annexure to this letter so as to consider Provisional Affiliation for the above courses.

On receipt of further information from the University on extension of Provisional Affiliation the College would be required to **remit the affiliation fund of Rs.50,000/-** for the existing UG courses.

The amount of Inspection fee to be paid will be intimated separately.

You may please note that extension of provisional affiliation for the above said courses for the academic year 2014-15 would be considered only on rectification of the above shortcomings and submission of compliance report with supporting documents.

Admission to the courses for the year 2014-15 should not be made without the approval of the University.

Yours faithfully,



(PROF. V. INDUMATHI)
REGISTRAR (I/C).

Annexure (Conditions of Affiliation).

Copy to:

- 1) The Secretary to Govt. (Education), Govt. of Puducherry.
- 2) The Director, Directorate of Higher & Technical Education, Govt. of Puducherry.
- 3) Master file.
- 4) Affiliation File.

Ph. 23236351, 23232701, 23237721
23234116, 23235733, 23232317
23236735, 23239437, 23239627

Extension No. 413 (CPP-I Colleges)
UGC Website: www.ugc.ac.in
F. No. 8-366/2011 (CPP-I/C)

The Registrar,
Pondicherry University
R. Venkataraman Nagar
Kalapet, Pondicherry – 605 014
Pondicherry

Sub: - Recognition of College under Section 2 (f) of the UGC Act, 1956.

Sir,

I am directed to refer to the letter no. 502/RGASC/Estt/2012 dated 31.12.2012 received from the Principal, Rajiv Gandhi Arts & Science College, Thavalakuppam, Puducherry - 605 007, Pondicherry on the above subject and to say that it is noted that the following college is **un-aided/self financed** and **temporarily** affiliated to **Pondicherry University**. I am further to say that the name of the following college has been included in the list of colleges prepared under Section 2 (f) of the UGC Act, 1956 under the head '**Non-Government** Colleges teaching upto **Bachelor's Degree**:-

Name of the College	Year of Establishment	Remarks
Rajiv Gandhi Arts & Science College, Thavalakuppam, Puducherry - 605 007, Pondicherry.	1995	The College does not fulfill the requirement of permanent affiliation. Therefore, the College is not eligible to receive Central assistance under Section 12 (B) of the UGC Act, 1956.

The Indemnity Bond and the other supporting documents submitted in respect of the above College have been accepted by the University Grants Commission.

Yours faithfully,

(P.K. Sharma)
Under Secretary

Copy to:-

1. The Principal, Rajiv Gandhi Arts & Science College, Thavalakuppam, Puducherry - 605 007, Pondicherry.
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary Education & Higher Education, Shastri Bhavan, New Delhi – 110 001.
3. The Secretary (Education), Andaman & Nicobar Islands Administration, Secretariat, Port Blair – 744 101, (Andaman and Nicobar).
4. The Joint Secretary, UGC, South Eastern Regional Office (SERO), P.B. No. 152, A.P.S.F.C. Building, IV Floor, 5-9-194, Chirag Ali Lane, Hyderabad - 500 001, (Andhra Pradesh).
5. Publication Officer (Website-UGC), New Delhi.
6. Section Officer (F.D.-III Section), UGC, New Delhi.
7. Guard file.

(Sunita Gulati)
Section Officer



विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

March, 2013

