SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

SARADHA GANGADHARAN COLLEGE

LAKE ROAD, VELRAMPET,
605004
www.sgc.edu.in

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

We want that education by which character is formed, strength of mind is increased, the intellect is expanded, and by which one can stand on one's own feet.

-Swami Vivekananda

SARADHA GANGADHARAN COLLEGE is one of the reputed Co-Educational Institutions, established in the year 2001 with a visionary and missionary zeal. The propelling start of this institution opened the educational corridors to the peasant community of rural students in and around the Union Territory of Puducherry. The College, affiliated to Pondicherry University has 09 UG and 04 PG Programmes. Having a motto of **"Empowering Exceptional Minds",** the institution has set its well-defined goals and is marching towards educational excellence. The proof of its adherence to standard lies in the milestone achievement of having **recognized by UGC under Section 2(f) of the UGC Act 1956 as PG Institution, NAAC Accredited Institute and an ISO 9001:2015 Certified Institution** during **December 2020.** The institution has got permanent affiliation for B.Com programme and qualified for recognition under 12(b) of the UGC Act 1956. In this regard, application has been submitted to UGC through proper channel.

The College has carved a niche for itself among all stakeholders by providing a safe environment and merit based education through a supportive and visionary management. Committees like the Women Development Cell, National Service Scheme, Eco Club, and Women Empowerment and Sexual Harassment and Prevention cell instill a climate of security and equality on campus. The students are empowered through value based education, discipline and varied extension activities. The College supports acquisition of knowledge by students through emphasis on interactive and participative learning, peer learning, group learning, project, seminars and industrial visits. A distinctive feature of the College is the strong bond between teachers and students as evident from the interactions and feedback. The College is expanding the horizons of knowledge by networking itself with Industries and Higher Educational Institutions to provide a relentless pursuit of academic excellence through dedication and hard work. The college is a flare of hope for the deserving yet socially and economically challenged students, a policy that was envisioned by our beloved Founder.

Vision

Quality is never an accident. It is always the result of intelligent effort.

-John Ruskin

VISION

- To be a preferred UG and PG Educational Institution in Arts, Commerce and Science
- To offer value based education and make the students realize their role in serving the society and contribute to the national development

Accomplishment of the Vision

- The sturdy and strengthened vision paved way for the students of rural community to have access to Higher Education on par with their urban counterparts.
- Teach the illiterate to read and write and volunteering by keeping the college building and surrounding neighborhood clean.
- Encouraging the students to get out of their comfort zone through participation in training programmes and internship.

Mission

Education is not filling the mind with a lot of facts. Perfecting the instrument and getting complete mastery of my own mind is the ideal education

-Swami Vivekananda

OUR MISSION IS TO

- Ignite young minds with Quality Education powered with knowledge and skill.
- To inculcate ethical, social, cultural, economic and environmental values among the students.
- Identify the hidden talents and provide opportunities for career excellence.

SO WITH THE DETERMINATION OF GENUINENESS WE

- Stress on high standards of academic, professional and societal performance.
- Respond in a creative manner to a continuously changing society.
- Support cultural and ethnic diversity in the student community.
- Extending the best student support services by making them comprehensive and by evolving a curriculum relevant to student community and society at large.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

The committed management comprising the Governing Council, College Committee, Principal, Statutory and Non-Statutory Bodies, Administrative officers and Faculty members strive towards the implementation of the Vision and the Mission.

- SGC's biggest strength is its highly qualified, experienced, dedicated and proactive faculty.
- Eight faculty members have been conferred with Ph.D degree during the last five years
- Faculty engages in faculty exchange programmes, participate as well as organize National/International Conferences
- The College organizes Faculty Development Programme for academic enrichment of faculties.
- Representation by a large number of faculty members in Board of Studies contributing to curriculum

design and implementation
- College Centre for Research and Publication nurtures research
- The publications of research papers in reputed journals with high impact factor and the participation of the faculty members in seminar and conferences are recognizable.
- Online access to Admission and Fee payment
- Access to medical facility for all students at the Health Centre
- Thriving community outreach programmes by various Cells and Clubs
- Inclusive and gender sensitive campus
- State-of-the art Science and Computer Laboratories
- Wi-Fi enabled campus
- Sports ground with facilities for various indoor and outdoor games
- Students Excellence in National and International sports and games.
- Steady growth in student enrolments, infrastructure facilities, new courses offered, and placements.
- Scholarships to meritorious students and fee-concessions to economically weaker students
- Strong and Sound mentoring and counselling system
- Systematic collection of Feedback on Curriculum
- Provisions made for differently abled as per Government norms
- Transparent examination process and evaluation system
- Entrepreneurship Development Cell (EDC) and Placement Cell for entrepreneurial training and placement opportunities
- Internal Quality Assurance Cell of the institute plays a vital role in planning and implementing academic activities
- Provision of hygienic, clean, green and pollution free student-friendly campus.
- Six MoUs with organizations and NGO.
- High level of social commitment
- Separate Cells to deal with cases of Caste Discrimination and Women Harassment
- Ragging Free Campus
- Effective Redressal Systems for Grievances.
- Increased interest and involvement of alumni

Institutional Weakness

- The College being affiliated to Pondicherry University has to adhere to the curriculum and examination system designed by University. Thus the institution does not have the flexibility to introduce reforms in curriculum designing and evaluation system.
- Student aspiration for higher education is low, as a majority of the students hail from socially and economically backward family background
- Low level of language competency in English poses difficulty in learning process.
- The frequency of field visits is limited, as the students are not affordable.
- Being an affiliated institution, limited scope for interdisciplinary programmes
- The college has achieved new milestones over the last decade, yet public perception is still largely influenced by the persistent 'invisibility', as the college is located off the main campus of Pondicherry University.
- Inhibitions to take up new opportunities since the students are hailing from rural

background.

- Continuing rendezvous to college welfare among the alumni is not yet strong. The Alumni Association despite its enduring effort, finds it challenging to form an extensive base and draw support from them in issues related to student progression and financial support.
- Less financial resources and back up from funding agencies

Institutional Opportunity

- The progressive growth of the college in all spheres in recent years, facilitate obtaining permanent affiliation for most of the courses from the affiliating university in near future.
- By entering into a MoU with reputed colleges (CANNY Consortium of Colleges), the college has a scope to expand its network and collaborations with premier institutions.
- Internal funding for Research Projects (SGRF), has promoted research activities and encouraged the qualified faculty to explore funds from external agencies.
- The Institution Innovation Cell, provides more opportunities of startups to faculty and students
- Effective placement training and network services through placement cell will lead to augment further more career opportunities
- Focusing upon skill development programme with the employability enhancement among students
- Modernization of classrooms for enhancing the usage of ICT in teaching learning process.
- The College has to create long term framework for Waste Management System
- Persuading students to make better orientation towards online courses and learning
- To nurture global competency among students
- Continuous upgradation of computer infrastructure due to change in syllabus and new Learning Management systems

Institutional Challenge

- More research grants and business collaborations are required to train future entrepreneurs and academic leaders,
- Self Supported Institution
- Growing competition from other Public Funded Institutes and Universities.
- Coping with growing emotional and psychological needs of students.
- Seeking benevolence from alumnae and their sustained support is the major challenge
- Owing to the dependence on approval from affiliating university, introduction of new programmes of study remains a challenge.
- Students opting for Science and Arts courses are less and orienting them towards such courses is a major hurdle
- Students affordability to own ICT facilities to appear for online exams and completion of online courses through SWAYAM portal.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Saradha Gangadharan College attires the Choice Based Credit System (CBCS) based on University guidelines with flexibility to choose elective subjects. Members of Board of Studies from our institution offer their

valuable suggestions in designing the curriculum. The curriculum delivery is executed through the Quality Management System which focuses on four core processes ;(1) Admission, (2) Teaching–Learning, (3) Examination and (4) Exit with other support processes. The college meticulously plans its academic sessions, thus ensuring timely preparation of academic calendars, timetables and the distribution of workload. Periodic assessments of students are undertaken through assignments and tests in a time-bound manner. Implementation of the curriculum is ensured through teaching plan& monitoring, ICT enabled teaching and assessments. The initiative of the college serves as a platform for sharing academic information like e-content lectures and course related materials. On par with the revamping of curriculum components, activities related to learning competences and performances are carried out leading to ample placement training and opportunities.

In addition, the college offers add-on courses, SWAYAM courses facilitating complete education and provides numerous opportunities for experiential learning. Committees like the Women Empowerment Cell and Sexual Harassment and Prevention cell instill a climate of security and equality on campus. Regular feedbacks from stake holders ensure appropriate action towards addressing any gap in student progression and overall college development.

. The IQAC has been at the forefront for institutionalizing the quality sustenance initiatives by organizing various workshops and seminars. SGC believes in providing an innovative educational environment, opportunities and experiences enables the College aspire to scale greater heights in the years to come, true to its motto.

Efforts are made to sensitize students regarding cross cutting issues of gender, sustainability, yoga, human values and professional ethics through curriculum and invited lectures. SGC creates a balance between what students want and what they need to become in their future. SGC provides more exposure to co-curricular and extra-curricular activities to make students aware of the social issues and help them build empathy and valuable leadership skills and qualities.

Teaching-learning and Evaluation

SGC leaves no stone unturned in providing an amiable atmosphere for the teaching and learning process of the students. The institution is highly diligent in devising a captivating mode of instructions to cater to the needs of the students. The admission procedure is transparent and the seats are allotted to the deserving candidates. The admission policy ensures inclusiveness and caters to student diversity, including students from minority community, marginalized and economically weak sections. Preference is given to women candidates. Government and Management Scholarships are also provided for the economically weaker sections of the students. The students are oriented on various issues with respect to their studies and career.

Teachers facilitate learning by way of teaching, mentoring, evaluating and supporting in all their endeavors. The teachers are encouraged to use ICT tools in the classroom. The curriculum includes various internships, projects and fieldwork as a means to encourage experiential learning. Each semester exam results are analysed to study the pattern of learning and to make the students perform better in the subsequent exams.

The faculty has a detailed plan for the subjects during the semester, which includes the topic of teaching, mode of teaching and activities to be conducted.

The gap between slow and advanced learners, is addressed through bridge courses in English and Remedial Classes for academically backward students.

The college has always maintained a high level of graduate outcome and is one of the top ranking institutions among the colleges affiliated to the University area in terms of academic performance. The College follows a stringent recruitment policy to fill all sanctioned posts with full time qualified faculty. The IQAC organizes FDP to enhance their capabilities at regular intervals.

The college is sensitive to the personal and academic needs of students and ensures their physical and mental well being through mentoring and counseling services. The role of the mentor in creating a future-ready student can be seen in the campus, as the mentors are available for the student's guidance and support all round the year.

Research, Innovations and Extension

The college promotes a thriving research environment and promotes research interests and innovation skills among students and members of the faculty. The Centre for Research Publication formed in our institution serve to strengthen the research facilities. SGRF (Saradha Gangadharan Research Fund) encourages research by faculty that bear a clear and significant relation to their overall long-term scholarly program.

The Institution's Innovation Council (IIC) was registered with Ministry of Education's Innovation Cell on November 4th 2020 to encourage the creative energy of our student population to form new ideas and transform them into prototypes. Workshop and Impact Lecture Series were organized to enable interactions with entrepreneurs, professionals and create a mentor pool for student innovators.. Consistent efforts by the IIC, SGC have created a congenial atmosphere for Innovations & Entrepreneurship to fulfill the concept of our nation's vision "Make in India".

In the wheel of social service , SGC has visualized its vision of nation building through the activities of National Service Scheme, Red Ribbon club, Youth Red Cross and Rotaract. The NSS activities include tree plantation, awareness programme on health and hygiene, frequent cleaning of the Velrampet Lake, rally and camps on civic responsibility and importance of education, celebration of national and international days of importance cultivate the spirit of social responsibility. Youth Red Cross had taken the initiative to conduct the vaccination camp in association with Murungapakkam Primary Health Centre to ensure vaccination of students and staff in the campus. Rotaract club and Red Ribbon Club conduct blood donation camps in which the students of the institution participate actively and donate their blood. SGC has signed MOU with Volontariat, a leading NGO located at Puducherry for mutual development. Our college impart curricular, life skills, sports and cultural exchange program to the children of the under privileged and in return Volontarait agreed to train our students in skill development program such as carpentry, book binding and soap making.

SGC focuses to provide opportunities for innovation, extension and research and development. So every effort is made to establish enriching and meaningful activities

Infrastructure and Learning Resources

SGC upgrades its academic, physical and technological infrastructure that is conducive to the need based courses. The academic block has well furnished and spacious ICT enabled classrooms and departments. Effective pedagogy pursued by the faculty make the classes more interactive and ensure better understanding of the subjects by the students. Clean and tidy classroom environments are maintained by the housekeeping staff.

The physics and the computer departments have labs that are well designed and adequately equipped with learning resources. The equipment in these laboratories are maintained for precise measurements. IT infrastructure includes 3 computer labs with installed capacity of 164 computers with latest configuration and licensed software for all Microsoft products. Wi-Fi facility is enabled in the campus with sufficient repeaters all around the campus for internet access in all parts of the institution.

SGC Central Library plays a vital role in the development of the knowledge of the students as well as the staff members. It is housed in the main building of the college and the Library Management System Software enables a user friendly environment. A total of 11,297 books are available. The library is provided with internet facility for online access of study materials and subscription to magazines, journals, periodicals and E-resources. In addition, each department has a Department Library with books for the reference of Teaching Staff.

SGC visualizes a culture of creating individuals equally talented in both academics and co-scholastic abilities. Cultural events are held in different disciplines such as dance, singing, mime, drama, photography, elocution, slogan writing and poetry writing. The Fine Arts Club serves to draw the laudable efforts of the students in exhibiting their talents.

The college takes pride in its comprehensive sports and fitness infrastructure. It has a well maintained playground of 8 acres with facilities for all outdoor games. Coaching for students is arranged regularly to build their sporting skills.

The College has systems and procedures for maintaining and utilizing physical, academic and support facilities. Regular maintenance and upkeep of all infrastructural facilities is ensured. Maintenance is supervised at regular intervals by in-house experts.

Student Support and Progression

SGC has created a fabric of social inclusion and empowerment, through student centric financial incentives and welfare measures. It provides scholarships apart from the freeships provided by the government. While scholarships help them to complete their study, programmes that enhance their soft skills, life skills and computer skills prepare them is pursuing their professional goals.Various career advancement activities including placement, career counselling and guidance for competitive examinations are organized to benefit them with career prospects.

Besides, SGC addresses grievances instantly on complaints including sexual harassment (Sexual Harassment Committee), ragging (Anti-Ragging Committee) and discipline (Discipline Committee).

The College considers students as vital stakeholders in the management and administration of its various activities. It ensures their participation and representation in various student bodies and committees. The institution has a Student Advisory Committee. The head of the institution serves as the coordinator and all the class representatives are the members of this committee. In addition, there are a number of other committees where students are active members like the IQAC, Sports Committee, etc. and actively contribute to matters related to academic as well as non-academic aspects.

To enable the holistic growth of the students they are encouraged to display their talents in various sports and cultural activities. They represent the college in various inter-collegiate events and bring accolades to the

institution. The placement cell facilitates the students' professional growth and success as many renowned concerns have recruited a substantial number of students. After graduation most of the students pursue higher education.

NSS unit of the college is energetic in organizing diverse activities. Annual camps are held where students get practical exposure to community development projects. The volunteers provide a continual service to the society even during the pandemic by distributing food, dress and other essentials for the needy.

The Alumni Association is a formally registered body. All alumnae are encouraged to register online through the website. Membership is automatic upon completion of duration of any programme at the campus. The Association maintains an all-time connect between the Institute and its alumni.

Governance, Leadership and Management

SGC has a transparent and multilayered governance system. The Governing Body of the institution meets once in a year to discuss issues related to the overall development of the institution. These stakeholders collaborate in a democratic manner in carrying out their professional responsibilities and in accomplishing the vision and mission of the college. Any progressive policy and plan is thereby deployed after due deliberations at the level of the College Council Committee, which form the backbone of the organisation. College Council meetings are held periodically at regular intervals for effective planning and implementation of teaching, learning and administrative programmes. The Institute strongly believes in collaborative work culture, and faculty are encouraged to take lead roles as Coordinators of Centers, Cells and Clubs and they function with operational autonomy organizing events by involving students

SGC governance is marked by transparency and accountability. Feedback from various stakeholders like students, parents, employers and alumni is invited; analysed and appropriate action is taken. The leadership of the institution interacts with all major stakeholders through meeting with the Staff, PTA, Alumni Association and MoU Partners. The faculty have been trained to acquire emerging teaching skills and access to classrooms with ICT facilitating quality education.

The institution practices decentralization and participative management in both academic and administrative affairs. To build commitment within work teams, certain responsibilities and duties are decentralized and they are carried out by the teaching and non-teaching staff. The statutory bodies are formulated as per the participative structures provided by the Government, UGC and the Affiliating University. The policy of participative management is well proved by the representation of students through the Students Advisory Committee.

Personality Development Programmes are arranged by the management to develop the interpersonal skills of the staff members. The institution offers comprehensive welfare support in career advancement, health care and employee benefits. Self-appraisal by employee competency mapping encourages faculty for introspection into their performance and suggest improvements. Internal audit and external audit are conducted to monitor the financial status and academic status respectively. Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes.

Institutional Values and Best Practices

SGC adopts values and practices of community outreach, progressive technological growth and promoting youth empowerment.

Initiatives are taken by the institution to sensitize the staff and students in promoting a socially cohesive community. The social bond and community outreach focus to deliver value based services, inculcate a positive health behavior among the youth and initiate humanitarian activities and green initiatives. The village adoption scheme, educational and recreational activities for the children of the underprivileged, ethical contribution to support needs exhibit the ardent move towards endogenous development.

The other best practice adopted by the college is to inculcate the spirit of research for progressive technological growth and to steer research initiatives, promote research culture and enable the faculty to widen their horizon in their area of research. To encourage active research a Centre for Research and Publications (CRP) has been formed to provide infrastructure and other support services. Research facilities are strengthened through financial incentives and Saradha Gangadharan Research Fund (SGRF) an internal funding for undertaking Research Projects. Faculties have been accorded meritorious awards such as SGC Excellence Award for Research and Best Researcher Award for their contribution towards research.

A distinctive aspect of SGC is the ambience created for the youth to empower them with latest emerging trends in new technology, skills and values that have Social and Industry Relevance, organizing Youth Employability Training, National and International Seminars, Workshops and Guest Lectures on a range of topics across disciplines. The Placement Cell of SGC has a history of recording high placement statistics. CSS Corp offers C2C (Campus to Career) partnership program and the Job app uReka of SGC ensures the meet of eminent recruiters with eligible candidates. It is a pride that Tata Consultancy Services (TCS) –Youth Employability Program (YEP) – A Joint venture with Govt. of India, Labour Dept of Puducherry offering free Employability Training for the SC/ST and other economically weaker candidates.

The MOUs signed by SGC with Volontarait, Puducherry , CED Madurai and DahNAY Logistics Chennai promote Life Skills, Incubation of Novel Ideas and Industrial Collaboration.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SARADHA GANGADHARAN COLLEGE
Address	Lake Road, Velrampet,
City	Puducherry
State	Puducherry
Pin	605004
Website	www.sgc.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	K.uthayasuriyan	0413-2359400	9361678999	0413-2280156	sgc_principal@yahoo.co.in
IQAC / CIQA coordinator	S. Kumar	0413-2359600	9443913583	0413-2241212	kumar@sgcpdy.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	07-09-2001

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Puducherry	Pondicherry University	[View Document](#)

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	05-03-2013	[View Document](#)
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes autonomydoc_1638875433.pdf
If yes, has the College applied for availing the autonomous status?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Lake Road, Velrampet,	Urban	9.6371	12000

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	HSC	English	100	99
UG	BCom,Corporate Secretaryship	36	HSC	English	100	91
UG	BBA,Business Administration	36	HSC	English	100	52
UG	BSc,Computer Science	36	HSC	English	50	50
UG	BSc,Information Technology	36	HSC	English	50	29
UG	BCA,Computer Applications	36	HSC	English	50	47
UG	BSc,Mathematics	36	HSC	English	50	9
UG	BSc,Physics	36	HSC	English	50	6
UG	BA,English	36	HSC	English	50	32
PG	MCom,Commerce	24	Under Graduation	English	30	27
PG	MSc,Computer Science	24	Under Graduation	English	30	6
PG	MSc,Mathematics	24	Under Graduation	English	40	40
PG	MA,English	24	Under Graduation	English	30	4

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				80
Recruited	0	0	0	0	0	0	0	0	29	51	0	80
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				22
Recruited	11	11	0	22
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	2	1	0	3
Yet to Recruit				1

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualificatio n	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	9	22	0	31
M.Phil.	0	0	0	0	0	0	10	26	0	36
PG	0	0	0	0	0	0	6	4	0	10

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	3	0	0	3

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	53	0	0	0	53
	Female	95	0	0	0	95
	Others	0	0	0	0	0
UG	Male	847	0	0	0	847
	Female	469	0	0	0	469
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years						
Programme		Year 1	Year 2	Year 3	Year 4	
SC	Male	28	29	33	20	
	Female	8	18	17	17	
	Others	0	0	0	0	
ST	Male	1	2	0	0	
	Female	1	0	0	2	
	Others	0	0	0	0	
OBC	Male	264	269	223	252	
	Female	117	204	200	209	
	Others	0	0	0	0	
General	Male	14	12	11	7	
	Female	7	8	5	9	
	Others	0	0	0	0	
Others	Male	30	1	0	0	
	Female	16	0	0	0	
	Others	0	0	0	0	
Total		486	543	489	516	

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	1. Saradha Gangadharan College offers 9 undergraduate and 4 post graduate degree programmes. It adopts Choice Based Credit Systems (CBCS) prescribed by the Pondicherry University and implements it in all Undergraduate and Post Graduate Degree Programmes. The college is committed of offering the choice based credit system courses that reflect the changing trends at global level and the demands of national interest. Our curriculum offers Open Elective and Discipline Specific Elective courses to the choices of students. For instance, Commerce students can choose Computer Science Subjects, Computer Science students can choose Management Paper, Communication Skills and Mathematics Paper. The first generation learners can choose among Hindi, Tamil of French as their second language. The CBCS curriculum also accommodates several inter discipline courses such as Environmental Studies, Public Administration, Communication skills and accounting packages.
2. Academic bank of credits (ABC):	2. To PG Curriculum as per Choice Based Credit Systems offers Online Courses through SWAYAM-NPTEL PORTAL. Besides, SGC has been listed out as an active chapter in the (SWAYAM-NPTEL local chapter). For the sessions July to December the SPOC log had listed 472 registrations under SGC local chapter. In future the college has planned to implement Learner Support Services like e-SLM, a digital repository where the study materials are uploaded and SWAYAM Prabha- a group of 34 DTH channels devoted to telecasting of high-quality educational progrmmes on 24X7 basis.
3. Skill development:	3. SGC believes in the adoption of student-centric methods in teaching-learning process to enhance student involvement. As a part of participative learning, we practice teaching-learning techniques such as Role-Plays, Discussions, Laboratory Experimental Learning, Mini-Projects, Field Visits, Internship and Industrial Visit. The introduction of Add-On Courses and Skill Development Programmers, such as, Web Designing, Communication Skills etc., has created connect between academia-industry which facilitates Internship Opportunities, Seminars, Conferences and Workshops. SGC has collaborated with Volontariat a leading NGO to impart Craftsmanship Training, such

as, Soap Making, Washing powder making, Carpentry, tailoring & Embroidery, Organic Farming and Weaving among the students. Acquiring skills through practice is an ongoing and continuous process where students are undergoing continuous training organized by various industries. It is a pride that Tata Consultancy Services (TCS) – Youth Employment Program (YEP) – A joint venture with govt. of India, Labour Dept of Puducherry, offered Free employability Training for the SC/ST and other economically weaker candidates which covers 100 Hours of standard modules prepared by TCS on Business Skills, Communication Skills, Quantitative Aptitude, etc. 27 students of batch-I had successfully completed three test during the training and received a digital certificate from TCS.

4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The college focuses on Including and Integrating Indian Knowledge System by Teamwork, Compassion, Integrity and Positive Thinking in line with the Core Values. The college celebrates Harvest Festival, Saraswathi Pooja to make students understand and follow our culture. The college commemorates National days of significance like Independence Day, Republic Day, and Youth Leadership Day etc. The college has active Literary Club to enrich the pursuit of Tamil, Hindi, French and English languages to widen the interest among the students for multilingual proficiency. The clubs are proactive in organizing and conducting various progrmmes to enhance the Social, Cultural and Ethical Values among students.
5. Focus on Outcome based education (OBE):	5. Program specific and course specific outcomes for all courses are determined. Programme and course outcome consolidated.pdf (sgc.edu.in).
6. Distance education/online education:	Not Applicable

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
380	375	380	379	353

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
12	12	12	12	12

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1462	1473	1427	1408	1385

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
465	522	467	477	467

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
497	489	435	424	421

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
80	82	75	73	72

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
80	82	75	73	72

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 40

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
165.93	207.39	209.88	134.40	137.47

4.3

Number of Computers

Response: 163

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

Saradha Gangadharan College, a renowned institution contributing to the developmental needs of the nation since 2001 has 09 UG and 04 PG encompassing Arts, Science and Management programmes. The Curricular aspects of all the UG and PG programmes are governed by the guidelines laid by the Pondicherry University and by the industry offering Add-On programmes. The College adheres to the Choice Based Credit System **(CBCS)**.The Discipline-wise elective courses of each programme are decided at departmental level. Having "EMPOWERING EXCEPTIONAL MINDS" as the motto, the college focuses on quality education through proper planning and implementation.

At the beginning of every semester, departmental meetings are held, where the following points are discussed and finalized:

1. Workload allotment and department timetable are drafted by The HoDs' in consultation with their staff.

1. Academic, co-curricular and extra-curricular activities are incorporated in the academic calendar.

Teacher Programs:

1. The teachers participate in Board of Studies (BOS) either as Chairman or Members conducted by the affiliated university regarding the curriculum design and development.
2. Regular participation in Refresher Course conducted by HRDC and FDP of various Universities and Institutions enables the teacher acquaint with recent developments in Teaching, Learning and Research.

Student Programs:

1. Induction Programs are being organised for the Fresher students in order to familiarize them with the learning environment and support facilities.
2. Class room lectures are supplemented with Mentoring and periodical assessments.

Teaching Techniques:

1. Teachers supplement classroom teaching with power point presentations, seminars, group discussions and quiz, which enable the students to involve in experiential and participative learning.
2. Online assignments and ICT tools ensure the execution of self learning.

The Teaching Plan depicts the structure and duration of the content delivery and duly monitored by the heads. The institution is ISO 9001:2015 certified, emphasizing the quality enhancement and

performance improvement. Each department conducts seminars, workshops, industrial visits and internship trainings to expand horizons of learning experience. Efforts to hone the language proficiency of the first generation learners are attempted through Tamil, Hindi, French and English as PART I and PART II courses. Students are encouraged to take up online courses in SWAYAM – NPTEL, and had excelled with outstanding credentials. The library provides adequate books, journals and online resources like E-books, E-Journals through INFLIBNET-NLIST for faculty and students. The campus is Wi-Fi (Leased Lines) enabled, guaranteeing immediate access to resources. Academic Performance Assessment is facilitated through Continuous Internal Evaluation comprising of tests, seminars, assignments and model examinations. Remedial classes are conducted for helping the slow learners to improve their performance. The students' performance in University practical examinations and project viva-voce, is evaluated by the external examiners nominated by the University. The students' marks are documented and uploaded in the University Portal.

Feedback system adopted on curriculum warrants effective monitoring. Inputs gathered from various stakeholders by the IQAC are reviewed carefully and acted upon. All these initiatives have immensely contributed to enhance academic outcomes of students.

File Description	Document
Link for Additional information	[View Document](#)

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The Academic Calendar is the first document of the college, which is planned and followed meticulously. The sole purpose of incorporating academic calendar is to improve the teaching-learning quality, to finish the assigned task within deadlines and instill among teachers and students the importance of professional standards. It follows a well-structured format. It is uploaded on the college website for stakeholders' reference. The University calendar serves as a reference to plan the college academic, co- curricular, extracurricular activities and examination schedule. The Academic Calendar is prepared after a series of deliberations by the departments before the commencement of the academic year. It includes various timelines such as dates of commencement and end of session, mid semester breaks, dispersal of classes and end semester exams. Examination with its due importance becomes the focus of the activities for the semester. The academic calendar helps the department to plan in advance the proposed guest lectures, seminars/conferences/workshops, educational trips, project work, and other academic activities of the academic year. Moreover, it makes the department to add the celebration of eminent personalities, National and International days of significance and various social awareness programmes with varied experiences to promote Nation building. The faculty members and students get a lucid picture of the activity schedule and adhere to the calendar.

Academic Calendar is printed and distributed to all faculty members and students. The College insists that the calendar be brought daily to college. The calendar has information regarding the Governance and Leadership of the college and the Organizational Organogram with its Vision and Mission to be acquainted by stakeholders with core and ethical values. It contains the Rules and Regulations of the college, academic regulations, attendance rules and Code of Conduct that governs the students. Important days and

events of odd and even semester are mentioned. Extension activities of NSS, Placement Cell and other wings are exhibited with the designation of in-charge. Special Impetus is given to "No Warning on Ragging". The format of the leave record of the students is duly signed by parents, class incharge and HoD. Parents-Teachers meet is updated with their authentication. The Calendar specifies details about departments, the faculty members and the administrative staff. The first CIA is conducted covering 2 units of the respective curriculum and the second CIA after completion of 2 more units. The Model examination is also conducted for the entire syllabus (5 Modules) and the college adheres to the calendar for the conduct of these examinations. In case of unforeseen circumstances, a revised schedule is prepared and informed to the students promptly.

File Description	Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

    1. **Academic council/BoS of Affiliating university**
    2. **Setting of question papers for UG/PG programs**
    3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
    4. **Assessment /evaluation process of the affiliating University**

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

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

Response: 83.33

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

Response: 10

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 13

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
11	02	0	0	0

File Description	Document
List of Add on /Certificate programs	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 7.84

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
484	90	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

The Curriculum is designed to provide holistic education to the students for developing ethical, moral values so as to groom them into responsible social citizens. It integrates the courses which are meant for addressing issues related to Gender Equity, Environmental Concern, Sustainability, Professional Ethics and Value Education. Environmental Science, Public Administration, Soft Skill courses are offered as mandatory courses under the Choice Based Credit System. The courses impart knowledge on Environment, Climate and Natural Disasters, Pollution and Environmental protection, The Importance of Public Administration, Team Building, Emotional Intelligence with the objective of creating awareness on their role in preserving and protecting the natural ecosystem and evolving them to acquaint with the community.

Enrichment through various co-curricular activities

To ensure the simultaneity of theory and practice, the college has instituted societies that reinstate the values taught in class through hands on experience. Some of the activities are:

Promotion of gender equality and social justice

To strengthen the ideology of gender equality and social equality among student and staff, the Women Cell organizes seminars to deliberate on gender related issues. Women students are given a platform to understand their identity and establish their potentialities. This paves the way to an equalitarianism environment in the college premises. Discipline Committee & Women Harassment and Prevention cell keeps a strict watch to avoid incidents of sexual harassment of women students.

Promotion of environmental responsibility

The college promotes environmental responsibility through NSS & other clubs. Various activities are organized to heighten awareness and sensitivity among students and faculty members. The Collection and Disposal of E-Wastes are properly managed. The Literary club, Rotaract Club, Women Cell engage in conducting awareness programs on Health & Hygiene and Blood donation, Consumer Awareness to promote inclusiveness in the campus.

Promotion of Human Values

The College addresses the various aspects of Human Values and integrates the same into the Curriculum by providing extension activities to the students; The National Service Scheme (NSS) adopts a village in the locality under "Village Adoption Programme". Through this scheme, NSS conducts Cleaning of important places in the locality, Fit India for Yoga practice, Cycle Rally for health and hygiene, Plastic eradication and Traffic Awareness, Blood Donation Camp, Eye Camp, Voter Awareness and Registration for civil awareness. The volunteers conduct survey on education, health and hygiene and propagate awareness to the citizens. Youth Red Cross and Red Ribbon Club conducts program to the students and public. They contribute to creation of assets and national development by participating in Central and State Government initiatives. Through Community Development Programme, students are trained in vocational training apart from the syllabi. The Anti- Ragging Committee constituted as per the guidelines of UGC and the College ensures total absence of ragging in the campus. So far the college has not recorded any ragging complaint in the campus. Significant days dedicated to communal harmony such as World AIDS Day, International Women's Day, International Yoga Day and International Youth Day are observed to promote

social, ethical and professional values among students.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View Document](#)

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 1.87

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
8	9	6	6	6

File Description	Document
Programme / Curriculum/ Syllabus of the courses	[View Document](#)
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	[View Document](#)

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 9.58

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 140

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: A. All of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

Response: C. Feedback collected and analysed

File Description	Document
Upload any additional information	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 85.86

2.1.1.1 **Number of students admitted year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
488	543	489	514	504

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
700	600	560	560	560

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 100

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
465	522	467	477	467

File Description	Document
Average percentage of seats filled against seats reserved	[View Document](#)

2.2 Catering to Student Diversity

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

Response:

The college encourages admission for heterogeneous group of students comprising diverse social, economic and academic background. The institution is highly diligent in devising a captivating mode of instructions to cater to the needs of the students. At the entry level class XII score is taken as the initial indicator of students learning ability. The new entrants are subjected to undergo Bridge Course as per the basic requirement of the program in the beginning of every academic year since 2017-2018. The committee has been formed to execute, monitor and access the program. Bridge Course is structured in a way to impart fundamental concepts and enable students to integrate with the higher level learning environment. Personal guidance is given to individual student to understand their psyche and help them progress in academics by mentorship. Every department organizes departmental activities, seminars, conferences, workshops, paper presentations to felicitate advanced learning. Add-On courses are offered to broaden the students knowledge in the respective program from the academic year 2018-2019. Online certificate courses are offered to enable the students to earn additional credits besides their regular credits through SWAYAM NPTEL. During the sessions July to December 2021, the SPOC log had listed 472 registrations under SGC local chapter. Placement Cell of the college trains the young minds in Soft Skills of Time Management, Effective Communication, Inter-personal Skills, Team Building, Goal Setting and Emotional Intelligence, Life Skills, 21st C Skills in order to develop their personality and skill matrices. MoUs are signed with various reputed organizations for providing hands on training cum experience by sharing of knowledge and resources. The assessment of the learning levels of the students is done through class tests, assignments etc., on the basis of which slow and advanced learners are identified. Specific teaching-learning methodologies are implemented for the students.

Slow Learners:

- Remedial classes are conducted to give special coaching in the areas where they need support
- Question bank is provided for reference.
- Mentoring is provided by teachers.
- Improvement tests are conducted to enhance their level of learning.
- Bilingual explanations and discussions are done
- Home assignments and additional tests are conducted
- Support for physically challenged like Scribe facility.

Advanced Learners:

Advanced learners are identified based on the performance of class tests and their involvement in the classroom and extra-curricular activities. They are encouraged to participate and present papers in seminars and conferences. They are motivated to participate in intra and inter-collegiate competitions which gear the skill of thinking out of the box. Participation in extension programs, add-on / online courses is encouraged. The study circle is a forum to set high goals for themselves for entrance and competitive examinations. Special career guidance is imparted by Campus to Career (C2C) platform. Semester toppers and University rank holders are felicitated during Annual day.

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 18:1

File Description	Document
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

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

Response:

The I-O diagram gives a lucid picture of the teaching learning process.

The well qualified faculty with good years of experience in the teaching arena adopt versatile student centric approaches to engage them constructively and create an ideal leaning environment besides following conventional lecture method. Our institution focuses on the assessment criteria to materialise student-centred learning. The faculty members are encouraged to transform from teacher centric to learner centric approach to enhance learner autonomy, independent problem solving skills. Student centric approach poses a significant shift in education as all higher education institutions get into the frame of remote learning due to COVID pandemic situation. Experimental learning is structured within the classroom in such a way to enable them to become more creative and innovative. Participatory learning is reflected in teaching/learning methodologies implemented in the classroom. Hands-on learning is acquired through well organised curricular and co-curricular activities.

Experiential Learning

1. Laboratory session

2. Community outreach programme

3. Field work and Industrial visits

4. Internship programme

5. Dramatics and role play in language and literature.

6. Extension Club activities

7. Edu-tour for final year students

8. Library visitations to renowned libraries and universities outside the campus.

Participative Learning

1. Group Discussions and debates to escalate critical thinking skills.

2. Practicing the concept of Mentor-Mentee.

3. Learning through Peer Group.

4. Paper presentations to explore critical cum creative skills

5. Encouraging students to take part in departmental, interdepartmental, and inter-collegiate meet to address the demands of competitive career domain.

6. Encouraging students participation in various cells and clubs to cultivate team spirit and leadership qualities.

7. Enabling students to participate in outreach activities to develop self-confidence and responsibilities towards the community.

8. Brainstorming session in generating new ideas and finding solution to posted issue.

9. E-learning through course guide is provided to encourage group learning as well as self learning.

10. Technical exhibition to help students to comprehend complex theoretical concepts.

11. Students are involved in maintaining a garden and contribute to preserve nature.

12. Inculcate the spirit of putting forth innovative ideas through Entrepreneurial Development Cell and Institution Innovation Council.

Problem Solving Methodologies

1. Case studies to bring out in-depth exploration of a problem situation.

2. Soft skill programme to sustain conducive environment and to develop healthy relationship, attain holistic progress.

3. Project-based learning

4. Developing Models

5. Wealth from waste

6. Business games and business quiz to develop logical reasoning and problem solving skills

File Description	Document
Upload any additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The institution adopts effective teaching methodologies to impart quality education and supplementary skills for the overall enhancement of the students. Remote learning, sharing of e-learning resources are being promoted in recent days to smoothen teaching learning process and more student–centric. The management reinforces student-centric approach and use of technology in the transmission of knowledge. ICT has warranted better and instant communication, presentation of ideas in a constructive and relevant way. It is an effective tool for acquiring information from multiple sources that help students to enhance their knowledge database. ICT workshops have been conducted to enable teacher to intersperse technology in curriculum to make the art of teaching pedagogy more apropos and interesting.

- The College is a Wi-Fi Enabled Campus which helps the teachers to stay connected to the internet with updated information. All the departments are facilitated with ICT enabled classrooms to meet out the expectations of contemporary students.
- Teachers made a swift transition from classroom to online teaching due to COVID-19 pandemic. They are provided with google space and all staff use google meet for online video class. Faculty also share recorded classes through google drive and You Tube.
- Students are encouraged to prepare presentations, assignments using MS Word, MS Power point. Online modes like Email and Google Classroom are used to collect assignments, conduct tests, for sharing notes, and other e-resources. Mentimeter and Google Forms are used for conducting online quiz.
- Video Conferencing and Google Jam board are used to clarify the doubts of the students.
- Teachers use social media like WhatsApp to connect with the students beyond the classroom for giving extra information and support.
- The college is a local chapter in SWAYAM – NPTEL where students and faculty are pursuing certificate courses.

- The college has an Automated Library which enables the students to find the location of the books easily. Our college is a member of NDL and N-List, which benefit faculty and students to access collections of digital journals and articles relevant to the research topics.
- The college has well equipped computer labs with adequate number of desktops and printers.
- The Language Lab uses Career Lab and English Lab software to train the students on English Phonetics and to access audio materials to hone their communicative skills.
- ERP suite of the college aids the staff in collating student information from the time of admission till the completion of the program. The portal facilitates transparency in students' admission, payment of fee, attendance and absenteeism.

The institution uses Google Forms to take survey for assessment, feedback, reviews and to collect any required details.

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View Document](#)

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

Response: 18:1

2.3.3.1 Number of mentors

Response: 80

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	[View Document](#)
mentor/mentee ratio	[View Document](#)
Circulars pertaining to assigning mentors to mentees	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)
Any additional information	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 25.5

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. /***

D.Litt. year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
31	26	18	14	10

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	[View Document](#)
Any additional information	[View Document](#)

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

Response: 8.26

2.4.3.1 **Total experience of full-time teachers**

Response: 661

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Evaluation is an integral part of teaching–learning process as it helps to understand the efficacy of teaching – learning. SGC, being a college affiliated to Pondicherry University is bound to observe the rules and regulations of the university in terms of assessing Internal Marks. It gives 25% weightage in overall assessment of students. The components of internals assessment have been framed as per the Choice Based Credit System (CBCS), and are followed as per the guidelines of the university. The scheduled date of internal assessment test is mentioned in the academic calendar. The internal marks are calculated as per the prescribed components: 10 % of mark is assessed based on the average of two best tests out of three tests – Internal Assessment test I, II and Model Exam. The remaining 10 % of assessment on assignments and the remaining 5 % on attendance. The additional chance is given to students who score poor marks in Internal Assessment test I and II to improve their score as well as to the students who could not take up the

test due to unavoidable reason and when the case is found to be genuine. The institution follows a fair and transparent internal assessment process where the evaluated test papers and assignments are distributed to the students for review and marks are displayed in the department notice board to facilitate the students to know their ranks.

In the assignment component, every student is assigned with a topic, which has to be submitted to the respective Subject Teacher within the stipulated time for assessment. During online teaching both Teachers and Students adopt Google Classroom to assign and extract a work by teachers and students in turn to receive and submit the same. The seminar is optional for interested students whereas the same is mandatory for PG students and feedback is given at the end of the presentation for their constructive improvement. The students are encouraged to be regular so as to avail maximum marks in the component. The components of practical examinations comprise maintenance of observation note books, record note books and their performance in viva-voce. The Parents-teacher meet is conducted to update the parents about the performance and regularity of their wards in attending classes and submission of assignments.

File Description	Document
Any additional information	View Document

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

Response:

The institution adheres to the policy and guidelines of the University in dealing with internal / external examination related grievances. The Examination committee headed by Principal to address examination related grievances. Each assessment mark is displayed on the notice board, in case of any request raising any discrepancy, the teacher verifies and rectifies immediately, if needed.

Grievances or discrepancies appeared in the university examinations are notified promptly to the Controller of Examination through the Principal for rectification. In case of any grievances related to university question paper, they have to be reported immediately to the examination board or the controller of examination through Nodal officer. The examination result is published in the University website. If the students have discontent with the scoring, they can register either for Revaluation or Re-totalling as per the norms of the University.

Issues and Remedial Mechanism

SGC follows a system of transparency in dealing with internal and external examination related grievances.

Internal Assessments

All the grievances related to Internal Assessments are resolved by the Examination Committee constituted at department level. Students are given an opportunity to take re-tests in case of absence or to improve their performance. Each assessment mark is displayed on the notice board. In case of any request raising any discrepancy, the teacher verifies and rectifies if needed. The marks are sent to the university only after the student is given an ample opportunity to review his / her complaint.

End Semester Examinations

A Nodal Officer is nominated by the college to represent and to solve the queries relating to university examinations.

Any discrepancies in the hall ticket and gally regarding error in name, spelling, gender, date of birth or any other errors are immediately addressed to the University by the Nodal Officer for rectification. Issues relating deficiency in the number of question papers, question paper with the wrong code are represented to the university immediately. The problem of questions arising from out of the syllabus will be forwarded to the controller of examinations by the staff concerned duly attested by the head of the institution. The students are made aware of the external marks through the university portal. The provisions related to revaluation and retotalling is also displayed. Issues related to revaluation for those who have failed the semester exam and retotalling for those who are aggrieved with the marks awarded are submitted by the students within the stipulated dates. These are forwarded to the university by Nodal Officer duly attested by the head of the institution. The student related issues like pending results, mark sheets, provisional certificates, and consolidated mark sheets are sorted out by submitting proper documents to the Controller of Examination through the Nodal officer.

The continuous monitoring is taken by College to redress the grievances within a specific time frame.

File Description	Document
Any additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

Our institution offers UG and PG Programmes in Arts, Science, Commerce and Management. The objective of the institution is to extend quality education to students in attaining overall enhancement of likely knowledge, skills and competencies during the tenure of their study. Effective learning of any programme and course are being assessed based on the Programme Outcomes (POs), Programme Specific Outcome (PSO), and Course Outcomes (COs).

The syllabus for each programme is offered to the college by the University, the Programme Outcome and Programme Specific Outcome are specified by the University. The Course Outcome is framed by the Heads of the department in consultation with their staff. The outcomes are relevant to the respective courses and intended to suit the present day needs of the students and guide them towards their career path. All POs and COs are displayed on the website. Scope of POs is reflected in the College Prospectus.

Members of the faculty are ready with their documentation of the target audience, desired actions, teaching content, delivery method and its schedule to attain CO at the beginning of every semester. The courses offered for a programme have specific skills that are to be acquired and the course teacher meticulously identifies them. The hard copy of the curriculum is given to every student to understand the association between curriculum and expected Course Outcomes. During the course of the study, students are made aware of the outcomes through orientation programmes, classroom discussions and practical.

The Students of UG and PG are exposed to new learning environment so they are informed about the objective of each course. They are embedded to their academic discipline in order to acquire knowledge, critical thinking skills, problem solving skills, communication skills, interpersonal skills, value and ethics to fortify their holistic growth.

They are trained to acquire skills required for investigations, field study, drafting and reporting, statistical analysis, research methodologies, documentation, research mobilization skills in pursuit of research activities by observing professional code of conduct. In addition, students are encouraged to take up certificate course through SWAYAM –NPTEL and Add-on courses to get additional knowledge & skills.

Through series of activities, the theory is translated into concrete concepts that lead to understanding and acquiring of requisite skills. This leads to the students' appreciation of the relevance of the courses that are taught to them and it is manifested in their enthusiastic involvement

Programme Outcome and Course Outcome are accomplished by imparting intense knowledge in their discipline and through project and research activities. They are exposed to new thrust areas in their domain to gain expertise in the field of study.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	[View Document](#)
Past link for Additional information	[View Document](#)

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

Response:

As per the university regulations, CBCS comprises the Continuous Internal Evaluation (CIE) and University Examination (UE).   This pattern of evaluation acts as measuring scale to define the level of attainment of the programme outcome. The attainment of the PO is calculated by the continuous progress in the strength of the students, the passing percentage, students' progression to higher education and placement. The formative and summative evaluations are the direct measure of attainment of Specific Course Outcome. The formative assessment is done based on theory and internals. The Course outcome is evaluated based on the effective and successful teaching – learning process.

Examination is conducted by Pondicherry University for 75 marks for End Semester Examination for all courses and internal assessment for 25 marks is assessed at the college level. In addition, Practical examinations for all the UG and PG follow different components for assessment. The Cumulative Grade Point Average (CGPA) score is one of the important evaluation methods for the fulfilment of the PSOs. CGPA score is seminal for the students to pursue their higher education in India and Abroad, which is calculated by consolidating grade

points obtained in all the semesters.   Based on which, the University declares the students with Distinction, First class, Second class, and Third class separately for core and Foundation courses.

Methods of Measuring Outcomes Attainment

Knowledge Enrichment of Course Teacher

Teachers participate in workshops, seminars, conferences and FDP's to enrich themselves to attain the outcomes while teaching in the classes.

Classroom Evaluation: A review is done to assess the level of understanding on the topic discussed at the end of every session. Throughout the year the performance of each student on every programme is recorded by the faculty. This also paves way for remedial coaching for slow learners to ensure the desired progression. At the same time advanced learners are also identified to guide them towards enhanced learning.

Institutional Examination and tests: Students are assessed and evaluated throughout the year at the institutional level through unit test, surprise tests, model exam, assignments and seminars.

Feedback Evaluation: The institution collects feedback from students, and parents, which is an important method of measuring for the attainment of objectives in terms of college experience, teaching and courses and teaching learning experience. This is an indirect method of measuring to ensure attainment of Course Outcome.

External Evaluation: External evaluation is evaluated by the external experts for the practical examinations appointed by the University through Viva Voce and practical files.

Internships: The performance of students in the project work helps to assess the practical experience and attainment of expected skills related to the disciplines concerned.

End Semester Evaluation: It is a direct evaluation process in which Pondicherry University conducts examination as per the semester pattern through which the institution measures the program outcomes.

Higher Studies: Another measurement of the attainment of POs, PSOs and COs is through progression of students towards higher studies in educational institutions.

Placement: One of the most important Program outcomes is the employability of the students upon the successful completion of the degree program. The college has a vibrant Placement Cell that caters to the needs of the students and the industry. The placement data and the feedback of the hiring industries eventually validate the attainment of Course Outcome, Specific Course Outcome and Programme Outcome.

File Description	Document
Paste link for Additional information	[View Document](#)

2.6.3 Average pass percentage of Students during last five years

Response: 86.17

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
492	435	309	380	401

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
496	462	482	453	448

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	<u>View Document</u>

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
List of endowments / projects with details of grants	[View Document](#)

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 0

3.1.2.1 **Number of teachers recognized as research guides**

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.3.2 **Number of departments offering academic programes**

2020-21	2019-20	2018-19	2017-18	2016-17
12	12	12	12	12

File Description	Document
List of research projects and funding details	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

The Institution's Innovation Council (IIC) was registered with Ministry of Education's Innovation Cell to nurture the spirit of entrepreneurship and innovation among the young talents of SGC. IIC conducted a webinar on Innovation & Entrepreneurship Development. A Two-Day workshop on Industrial Motivational Campaign was conducted in association with MSME Development Institute, Chennai. Eminent industrialists, entrepreneurs, and officials from the Department of Industries & Commerce , District Industries Centre, Government of Puducherry and Officials from the MOE's Innovation Cell, Entrepreneurs, IIC Trainer, Intellectual Property Rights Consultant and Innovation Ambassador were the resource persons.   The participants gained knowledge on establishing themselves as business tycoons and about the incentives offered for startups by the Government and Nationalized Banks.

Further, the students were apprised about the several initiatives of the MoE's Innovation Cell to promote the innovation culture. Staff members and students witnessed the live telecast of the programs and webcast which gave an insight about Startups and Intellectual Property Rights.

Eight Staff members of SGC joined the Innovation Ambassador Program (Basic) that was conducted in two sessions from 30th June to 31st July 2021 and 10th August to 31st August 2021.

The participants submitted assignments and based on their performance certificates were issued to 8 faculty members. Innovation Ambassador has to identify the young entrepreneurs and enable them to pursue their innovative ideas to incubate and promote the startup. Online essay competition and virtual debate conducted by IIC, SGC to commemorate the "World Entrepreneurship Day" from 23.08.21 to 24.08.21

Our institution was selected for the conduct of Impact Lecture Series sponsored by MHRD's Innovation Cell and AICTE, New Delhi. Two Sessions of Lecture Series were held. The online webinars had a huge response from the students and faculty with active interaction and enthusiastic participation. Consistent efforts by the IIC, SGC have created a congenial atmosphere for Innovations & Entrepreneurship to fulfill the concept of "Make in India". The National Innovation and Startup Policy (NISP) of SGC will encourage students and faculty to bring innovative ideas to venture successful business startups, motivate students for self employment by creating awareness on various enterprises. This enables in creation of a robust innovation and startup ecosystem within and beyond the campus.

Other initiatives for creation and transfer of knowledge

Marketing exhibitions have been conducted by certain departments of SGC to instill the confidence among the students towards critical thinking and solving challenging problems, planning, goal setting, self-sufficiency, research and communication literacy. They have also been impressed to submit projects on a prospective entrepreneurial plan. "Centre for Research and Publications" motivates the staff to publish papers, books and patents and pursue continuous research.

Saradha Gangadharan Research Fund (SGRF) nurtures inter-disciplinary studies among the staff of various departments by promoting multi-disciplinary research which aids them in the production of new exemplar of knowledge and propagation of the same. SGC organizes many conferences which provide opportunities for students to learn about the latest developments in knowledge and promotes a healthy academic environment.

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 40

3.2.2.1 **Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
07	09	08	10	06

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 0

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

3.3.1.2 **Number of teachers recognized as guides during the last five years**

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 2.68

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
59	42	27	34	43

File Description	Document
List of research papers by title, author, department, name and year of publication	

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.67

3.3.3.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
16	4	15	4	12

File Description	Document
List books and chapters edited volumes/ books published	

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The vision of Higher Education is to develop good all-rounded and creative individuals, with intellectual curiosity, spirit of service and a strong ethical compass as an holistic individual. SGC has visualized its vision of nation building by serving the society through the activities of National Service Scheme, Red Ribbon club, Youth Red Cross and Rotaract.

The outreach activities by the NSS volunteers of tree plantation, awareness programme on health and hygiene, rally and camps on civic responsibility and importance of education, celebration of national and international days of importance cultivate the spirit of social responsibility. Frequent cleaning of the Velrampet Lake had given a fresh lease of life to the flora and fauna of the lake. This activity received a commendable appreciation from the public and our NSS Coordinator was invited to Raj Nivas in person and congratulated by Her Excellency Dr. Kiran Bedi the former Lieutenant Governor of Puducherry..NSS has the accolade of winning an award for its meritorious service. As per the advice of the Ministry of Education, India, Swatch Bharath Internship in Ariyankuppam was taken up. The activities such as cleaning of pond, park, hospital, school, streets, afforestation, awareness on plastic, solid waste management were performed to make the public understand the significance of keeping their surroundings clean.

Youth Red Cross had taken the initiative to conduct the vaccination camp in association with Murungapakkam Primary Health Centre to ensure 100% vaccination of students and staff in the campus. Awareness created among the students and staff to follow the safety guidelines during the COVID -19 pandemic period. N-95 masks were supplied to the office and support staff. Rotaract club and Red Ribbon Club conduct blood donation camps in which the students of the institution participate actively and donate their blood. A database of blood groups of students is maintained so as to help the needy in case of medical emergency. YRC conducts several programmes in association with the Pondicherry Aids Control Society to create awareness about the HIV Diseases.

Recently SGC has signed MOU with Volontariat, a leading NGO located at Puducherry for mutual development. Staffs of SGC take classes for the economically weaker students of the organization in order to shape their career. They provide the services on education, co-curricular, life skills, sports and cultural exchange programs. Volontrariat imparts the skill development program such as carpentry, book binding and soap making to the students of SGC. This mutual help gives a new insight to the minds of the students and paves way to accomplish their goals.

The development of students as socially responsible citizens is the prime objective of SGC. It achieves its aim through the plethora of activities organized by the several clubs and cells of SGC. Efforts are taken to maneuver the students to work in peace and harmony in the community they serve. Each activity results in social welfare and shows our commitment to enable the development of an enlightened, knowledgeable and skilled society that can uplift people and implement robust solutions to overcome its own problems.

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 2

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	01	01	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 451

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
56	87	115	119	74

File Description	Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 412.72

3.4.4.1 **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
5130	5342	7052	8362	3628

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document]

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 0

3.5.1.1 **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	[View Document]

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 6

3.5.2.1 **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
6	0	0	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

SGC provides the state-of-the-art infrastructure to create adequate scope for nurturing students' talent at undergraduate and postgraduate levels. It aims to develop infrastructure that is conducive to the need based courses.

Classrooms are ventilated and well lit. Adequate furniture are available in each classroom for the students to learn in a comfortable environment. **They are equipped with smart boards to enable the teaching staff to handle the classes with more of visual content**. Each department is provided with Laptop and LAN connectivity for Internet Access. Communication is shared by Administration through Department mail ID and to the staff members through individual college mail ID created through G-Suite account. It brings down the cost, improves the quality service and makes a speedy reach to the recipients and strongly supports e-governance in the administration.

Effective pedagogy pursued by the faculties make the classes more interactive and better understanding of the subjects by the students. Clean and tidy classroom environments are maintained by the housekeeping staff.

The institution has Physics and Chemistry laboratories. The equipment in these laboratories are maintained for precise measurements. The equipment are available in sufficient number for conducting all the experiments specified in the syllabus. Chemicals for the Chemistry Laboratory are purchased from certified vendors based on their usage and shelf life and are disposed of after consumption / after expiry. Safe handling of chemicals is ensured with necessary safety precautions are taken to avoid misuse of chemicals.

IT infrastructure includes 3 computer labs with installed capacity of 164 computers with latest configuration and licensed software for all Microsoft products. Free and open source software is installed to handle all courses as per the syllabus of Pondicherry University. The maintenance of computers is covered under the AMC which helps to rectify the defects immediately. Each lab has a separate lab instructor and overall service technician who takes care of the computers and software installed.

Digital lab is equipped with Digital Trainer and Microprocessor kits to train the students in Digital Logic Circuits and basics of machine language.

Language Lab helps the students of English Department to develop their proficiency in English Language competency and skills. Students of Commerce and Corporate Secretaryship learn the MS-Office Suite and accounting packages through Tally Software. Students of Department of Mathematics (UG) learn the basics of programming languages through SCI Lab and Numerical Methods Lab.

The Computer Labs are provided with uninterrupted power supply through separate UPS facility for each lab. A generator of 125 KVA is switched on in case of prolonged power failure.

The institution has installed Biometric system for teaching and non-teaching staff attendance.

SGC central library plays a vital role in the development of the knowledge of the students and staff members. A total of 11,297 books are available. The library is provided with internet facility for online access of study materials and subscriptions to magazines, journals, periodicals and E-resources. In addition, each department has a Department Library with books for the reference of faculty.

File Description	Document
Upload any additional information	<u>View Document</u>

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

Response:

The institution adopts healthy practices to ensure students' participation in sports and cultural activities. The institution has ample facilities to coach the students in indoor and outdoor sports and games and to host tournaments and spectacular cultural events. The institution celebrates Annual Day every year in which the prizes are awarded to students for their outstanding performance in cultural and sports activities. Cultural events are held in different disciplines such as dance, singing, mime, drama, photography, elocution, slogan writing and poetry writing. The Cultural Club captures insights from the students by providing infrastructure and other services thereby encourage them in exhibiting their talents. Recently, our students have participated in the Assist World Record of World's Longest Multinational Confluence initiated by the Canny Consortium of Colleges and exhibited their talents.

SGC envisions the culture of creating individuals equally talented both in academics and sports. It has a well maintained playground of 8 acres with facilities for all outdoor games. Coaching for students is arranged regularly to sharpen their sporting skills. The Director of Physical Education identifies meritorious sports students right from admission. Students are selected purely on merit to participate in

various competitions at International, National, State and University Levels. Around 15 students have been selected for South Zone Inter University at Pondicherry University in December 2021 for various sports events.

The college playground is the place for track and field events where students practice for athletic meets. College has sufficient facilities for outdoor and indoor games. Cricket pitch is laid and Net for practicing is also available, Training is given for games like Hockey, Volley Ball, Foot Ball, Kho-Kho, and Kabaddi. Boys and Girls Team have brought laurels by winning in different games at various levels. Indoor games facilities like Table Tennis, Carom and Chess are available. The Gymnasium houses a tread mill and other equipments for keeping the students and staff members fit. The Yoga Education Centre conducts regular programmes to create awareness among students for healthy living by practicing yoga. It celebrates the International Yoga Day every year. P. Shaam from B.Com (CS) had won second Place in the All India inter-university yoga competition conducted by Yoganjali Natyalaya.

Annual Sports Day is celebrated every year by conducting several competitions and dividing the students into different houses. Active participation of students in Track and field events, outdoor and indoor games brings out their individual talents as well their team efforts. The players representing the college in various intercollegiate competitions are provided with a tracksuit and T-shirts. The administration encourages the students to actively participate in sports and games by providing On Duty during their training sessions and on match days. It also provides sports scholarship to the students who excel at National and International Level Sports and Games competitions.

In addition to academics, SGC ensures quality education through the participation of students in cultural and sports activities resulting in the all-round development of student as a dynamic personality.

File Description	Document
Upload any additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 27.5

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 11

File Description	Document
Upload any additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 44.99

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
46.05	97.30	78.37	82.22	71.13

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	[View Document](#)
Upload audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The Library recognizes the importance of functioning in a professional way taking into consideration the interests of all departments. The Library is housed in the main building of the College and updated with the latest ICT tools. Library Management Software system is incorporated with latest technologies that enables Library to serve its users more efficiently. It is well equipped with 11,297 books and reference books and 9 journals. The Integrated Library Management System is computerized with SGCERP. The Library also has a wide collection of News Papers, Rare books, e-resources; previous years question papers, photocopying facility etc. It has two computers with internet facility under Local Area Network facilitating reference for students and research work for staff. Subscription to periodicals, magazines and reputed journals are made. Subscription to e-resources are made and faculties acquire information available under N-List, e-journals, e-books and consortium for higher education electronic resources initiated by MHRD and executed by INFLIBNET centre.

File Description	Document
Upload any additional information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

    1. e-journals

2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Response: B. Any 3 of the above

File Description	Document
Upload any additional information	[View Document](#)
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 1.24

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0.57	1.87	1.32	0.23	2.23

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)
Audited statements of accounts	[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 0.58

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

Response: 9

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institution had initiated several measures to overcome the challenges imposed by the COVID-19 pandemic on the academic front. Each faculty is provided with unique mail ID created through Google Suite Account. The G-Suite account has enabled the institution to utilize effective online teaching – learning process. The faculties handle online classes through Google Meet and students submit their assignments through Google classroom. Departments regularly conduct webinars through Google Meet on current topics by inviting experts as resources persons.

The student computer ratio is maintained at 1:1. Each student has a system connected with network facility. The computer systems are covered under the AMC, faults are rectified and spares are replaced as and when necessary and new systems are bought to replace the irreparable ones.

SGC has two servers.

1. Windows Server 2012 R2 used for Education and Training Purpose maintained by a consultant on need basis.

2. Linux Server, in which, SGCERP software is installed and maintained by Sri Seshaa HR & Info Consulting Private Limited. This server is used for running commercial applications such as student fee collection, attendance and other purpose.

SGC has three networks of different bandwidths:

1. BSNL Broad band – 2 Mbps – It connects Chairman Room, Principal room, Office, system wing and strong room.
2. Fibre Broadband (FTTH) Plan 100 Mbps – It connects the systems in Computer Labs I, II, and III and is used for Wi-Fi facility in college campus:

3. National Mission for Education through Information and Communication Technology (NMEICT) – 40 Mbps – It connects all department laptops, library, conference hall, Chairman Room, Principal Room, Office, System wing, Strong room for examinations and Director room systems and laptops.

Computer network is enabled by 15 switches, 5 Modems and 3 Routers. The college has provision for installation of latest software since it has purchased licenses from Microsoft for all its products. Free and Open Software are installed to handle subjects as per the syllabus prescribed by Pondicherry University. Language Lab is used to handle Soft Skills by the staff of Department of English.

Lab systems are provided with power backup by UPS facility. The college has two web domains one for hosting the website (www. sgc.edu.in) and other (sgcpdy.com) to provide institutional IDs to staff members to handle online classes and conduct webinars through google meet. G-Suite account allows maximum participation of 250 members at a time. You Tube streaming are enabled by sharing the link to the participants.

Fortinet Firewall is enabled to prevent access to unauthorized sites. To augment the IT facilities, accessories such as Photocopier with printers, printers, Scanners and LCD projectors are available in adequate numbers.

Wi-Fi facility is enabled in the campus with sufficient repeaters all around the campus for internet access in all parts of the institution. The college has IT facilities which are upgraded time to time to facilitate both academic and administrative purposes. The technical team monitors and maintains the hardware, software, network and Wi-Fi on campus.

File Description	Document
Upload any additional information	[View Document](#)

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 9:1

File Description	Document
Upload any additional information	[View Document](#)
Student – computer ratio	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

File Description	Document
Upload any additional Information	[View Document](#)
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 6.47

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
9.19	13.27	5.00	6.10	18.55

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View Document](#)
Audited statements of accounts	[View Document](#)

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

Response:

The college wide and multifarious physical facilities are provided for the benefit of students admitted to the various respective departments.

Physical Facilities

The Physical Facilities consist of: (1) Land - The institution is spread over 39,000 sq.mts of land with all modern amenities. The artistically constructed infrastructure has a built-in area of 12,000 sq.mts; (2) Buildings - The Main Building, accommodates Principal's office and administrative office, Class and Staff Rooms of the Faculty of Arts, Science and Management and the Annexure Building accommodates Staff and Classrooms of PG programmes and a sports room for indoor games; (3) The Conference Hall venues

for Conferences, Workshops, and Seminars with a capacity of 150 members. There are also many other facilities such as LCD projectors, screens and good audio and video system; (d) The college has eight acres of multipurpose play ground for various outdoor sporting activities.

The College ensures that the maintenance of all these facilities is streamlined and performed regularly, including housekeeping checks, cleanliness, calibrations, repair works on call and updation. The college also conducts regular checks and inspections of all aspects of the facilities periodically and regularly to ensure optimum working of each system and facility.

Academic Facilities

The college academic facilities are numerous in number. These consist of Classroom, Staff Room, Science Lab, Computer Lab, Digital Lab, General Lab and Library.

The Science Lab, Computer Lab, Digital Lab, and General Lab are efficiently managed and regularly monitored by the authorized Lab Assistants under the supervision of the Department in-charge. These are enabled to work effectively with the help of power backup. SGC has a power generator to provide power, in the event of main electricity failure. All labs are regularly upgraded with software packages and latest systems. For each department, the authorized representatives and department in-charge conduct their detailed internal audits and they are supported and advised by IQAC representatives to ensure effectiveness of the same.

The airy and well spaced classrooms are optimally utilized to provide healthy and hygienic study conditions to students and they remain occupied throughout the working hours for studies and related activities. The classrooms also provide a good space with congenial sitting arrangement and necessary teaching aids to organize co-curricular/extra-curricular activities and extension lectures. The college classrooms, boards, and furniture facilities, are used regularly by the students during the day for their specific activities like lectures, tutorials and so on.

In addition, the lab facilities and Library are fully utilized by students for performing their practical studies. The college has an adequate number of the computers and the computers are enabled with Internet connections including the library. All staff and students are given full opportunity to use college facilities as per the rules and guidelines of the college. In the regular classes and in mentor group meetings, students are motivated to make use of library facility for their intellectual growth.

The College has a well developed and effective system of academic support with its well equipped General library, with a total area of 2000 sq.m and Departmental libraries having a total of nearly 10700 volumes of books. The Library also subscribes more than seven periodicals which include national and international journals. Also, online resource sharing and access to e-journals through INFLIBNET. These in a way enable and support the overall development and up skilling of the students of SGC.

The College ensures that the maintenance and the cleaning of the classrooms and the laboratories are efficiently done by the non-teaching staff on a daily basis.

Support Facilities

There are many other support facilities in the college, namely, Health Care Centre, Canteen, Parking, Students Friendly Learning Centre, Garden and Lawn, Solar Systems, Surveillance, vermicomposting, and Placement Cell. There are separate committees for maintaining these facilities and they are optimally used for the benefits of students. The college, through Health Care Centre offers primary medical care for students and staff. Regular medical checkup for all the students and staff are practiced.

The College has fire extinguishers that are maintained and placed strategically in keeping with fire safety norms. The College conducts regular and specific cleanliness drives and activities like fumigation and keeping entire college clean is done precisely and regularly. The College has various committees that oversee the work and performance in the respective area of responsibility. The college has Green campus with amicable gardening facility. The Garden and Lawn are taken care by NSS volunteers with the aesthetic aspects of the college and ensures that the College participates in keeping the garden clean. An Eco friendly environment is a prime objective of the college. The college also seeks to the organic manure for plants through vermicomposting.

The Placement Cell plays a crucial role in locating job opportunities for Under Graduates and Post Graduates passing out from the college by keeping in touch with reputed firms and industrial establishments. The Placement Cell operates round the year to facilitate contacts between companies and graduates. The number of students placed through the campus interviews is continuously rising.

The college neatly maintains the college canteen and ensures the healthy and hygienic food for the students as well as the other members of the college. SGC have ample parking facility for staff and students. 24X7 Security Arrangements and Surveillance Cameras are installed in the campus ensuring the security and safety of all the supporting facilities, students and staff.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 6.45

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
106	92	108	67	89

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 6.33

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
132	117	81	63	63

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

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

    1. **Soft skills**
    2. **Language and communication skills**
    3. **Life skills (Yoga, physical fitness, health and hygiene)**
    4. **ICT/computing skills**

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 6.88

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	350	0	150	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances

including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Upload any additional information	[View Document](#)
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 12.92

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	136	60	16	81

File Description	Document
Upload any additional information	[View Document](#)
Self attested list of students placed	[View Document](#)
Details of student placement during the last five years (Data Template)	[View Document](#)

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 125.75

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

Response: 625

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 0

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations,** *etc.***)) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 265

5.3.1.1 **Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	85	73	57	50

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)

Response:

The College considers students as vital stakeholders in the management and administration of its various activities. The institution has a Student Advisory Committee. The head of the institution serves as the coordinator and all the class representatives are the members of this committee. The committee provides a forum for communication among students. They act as a key contact between staff and students regarding class facilities and student welfare needs. Student Audit is conducted every semester where two students from each class share their opinion about the competency of a teacher. They bring forward the views and suggestions of the entire class. The purpose of the committee is to create a platform for the active participation of the students. The college provides a conducive atmosphere where female and male work together with respect, dignity and a sense of responsibility. The institute organizes gender sensitization programs to instil the sense of equity and freedom among staff and students.

Apart from the Student Advisory Committee, there are a number of other committees where students are active members like the IQAC, Cultural Committee, Sports Committee, etc. These become forums for students to actively contribute to matters related to academic as well as non-academic aspects. Students participate in various activities organized by departments like Paper Presentation, Quiz, Photo Shoot, etc. The activities enrich the knowledge of the students and add a global dimension to their learning. The College Magazine invites participation of every student to exhibit their skills in terms of Poem, Drawing, Painting, Slogans etc.

The students are encouraged to participate in various co-curricular and extracurricular activities. The objective is to foster holistic and all round development of students. The college creates a synergy between its community work and outreach platforms to create a multivalent and mutually renewing forum for meaningful actions and interactions.

The NSS unit of the college is energetic in organizing diverse activities. Annual camps are held where students get practical exposure to community development projects. The volunteers provide a continual service to the society even during the pandemic by distributing food, dress and other essentials for the needy. They regularly celebrate our religious festivals at "JAWLA HOME" a home for mentally challenged children and women by conducting cultural and distribute sweets. Participation in rallies for Eradication of Corruption, Drug Abuse, Dengue Awareness, etc., is highly encouraging. The Rotaract Club of SGC has conducted awareness workshops to build environmental, health and hygiene concerns among students. A number of awareness programs on HIV, Dengue, Tobacco, Corona, Election and Plastic are organized by YRC & RRC units to enable students as peer educators. The EDC cell is proactive in organizing training programs, workshop and business oriented exhibition to mould the future entrepreneurs.

Students also participate and bring glory in various competitions organized by other colleges. The Sports Club is committed to student health and constantly involve them in recreational sports through intramural, extramural competitions and tournaments conducted at International, National and State level.

File Description	Document
Upload any additional information	[View Document]

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 116.6

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
65	140	125	167	86

File Description	Document
Upload any additional information	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

5.4 Alumni Engagement

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

Response:

The Alumni Association is a formally registered body. All alumnae are encouraged to register online through the website. Membership is automatic upon completion of duration of any programme at the campus. The Association maintains an all-time connect between the Institute and its alumni.

The institution has good number of promising alumni who shine in various dignified positions. The alumni meet is organised every year to discuss the ways and means to improve the academic environment of the College. This creates an opportunity for alumni, faculty interaction and acquaintance thereby upholds our cherished customs and traditions. This day is celebrated with a mixture of cultural events, games and special talks by alumni. Discussion on industry trends, opportunities and Institute development initiatives form the bottom line of the talk. It is also a day for alumni to relive their days at the Institute and share memories and experiences during their stay in the college.

Besides, Alumni interact with present students through video conferencing sessions organized by the institution. This collective excellence is our contribution to the growing generation, the Institute and the society as a whole. The Alumni Association aims to link the alumni to the institution, develop synergistic plans to support the institution and achieve its vision, and to enable the institute to add value to all its stakeholders. The alumni of the college are successfully deploying their services in various sectors. The college has appointed some of the alumni as technical staff as they are familiar with the ethos of the institution and ensure the continuation of the institution's culture. They also give valuable inputs on what significant improvements can be made in terms of employability of students. The various initiatives provided by our alumni are:

- To arrange and support in placement activities, Internship and Project for the students.
- To conduct workshops, guest lecture, skill development program.
- To encourage and guide the students of the college on self-employment to become entrepreneurs.
- To promote the industry-institute interaction, to bridge the gap between industry requirements and education and enhance students' employability.

Our alumni are considered as our assets and ambassadors and we are constantly exploring new ways of engaging with them. Through regular interactions the college is able to keep track of the alumni's progress, and identify those who can contribute for academic growth of students through mentorship and other support services.

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Quality Education and contribution to Nation Development are the key parameters in the vision statement as perceived by the College. The mission statement implies the needs of the society namely the social, cultural, economic and environmental values and holistic development of the individual to accomplish the vision of the institution.

The Members of the College Governing Board (CGB) of the Institute have been constituted as per the guidelines of Pondicherry University. It comprises of members from Management, Affiliating Institution, Statutory Bodies and Representatives from Faculty. All the academic and administrative issues like budget, recruitment, purchases, admissions, promotions, variation in intake etc., are discussed and approved in the governing body meeting and communicated to all the stakeholders. To promote efficient governance and progress of the Institute, Governing Body meeting are conducted once in a year. IQAC meetings are held at regular intervals where representatives from the Management, Principal, Member from Local Society, Industry, Alumni and Students are involved to review the operations of the institution and provide guidance for further improvements keeping Vision and Mission in view. ISO 9001: 2015 Certification has boosted IQAC to implement Quality Management System (QMS) effectively for Continual Improvement, Streamline Operations and Reduce Costs thereby   improving institution environmental footprint.

HODs are responsible for initiating and executing decisions within the department in accordance with the stated mission. Staff meetings are conducted regularly which helps in academic growth and progress. Activities like seminars, workshops and innovative teaching methods are practiced in the departments. The faculties have been trained to acquire recent teaching skills and access to classrooms with ICT facilitating quality education which has resulted in students listed as University Rank Holders. The faculties are entailed in placing their acquired knowledge at various platforms like seminars and conferences. The Centre for Research and Publication has been recently instigated to steer research initiatives and engage the faculty in sound research which is a pertinent long term requirement of the institution and society.

 Strengthening of human values by means of Village Adoption, Community Development Programme has been a significant activity in tune with the vision and mission. The extension activities in collaboration with various organizations and dealing with varied issues like gender equity, environment protection, etc. have sensitized the youth and made them committed.

The Institute strongly believes in collaborative work culture, participative leadership, entrustment of powers at various levels and delegation of its operations. This reflects in the designation of the necessary authorities and responsibilities. Faculties are encouraged to take lead roles as Coordinators of Centers, Cells and Clubs and they function with operational autonomy organizing events by involving students. Thus, every member of the institution is made to understand the value the institution's vision and be prompt in actions.

File Description	Document
Upload any additional information	View Document

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

Response:

The institution practices decentralization and participative management in both academic and administrative affairs. A **College Governing Body (CGB)** is formed which dynamically participates in discussions with the management. The CGB is the highest decision making body in the college. The College Council, IQAC, Cells, Clubs and Centres of the College ensure participative management for various academic and administrative activities.

Collaborative Autonomy to the Departments

The management endeavours best substantial independence to the Institutions in all area of decision making process. The decentralized planning provides the departments the authority and responsibility to complete the desired academic task in the best possible way. Participative management begins from:

The preparation of college academic calendar, involves all the HoDs to plan their academic, Co-Curricular and Extra-Curricular activities. The department with HoD at its helm holds regular staff meeting. All the staff members are involved in deciding day today academic activities of the department. Responsibilities are deliberated within the department staff for various academic and Co-Curricular activities. Time table for every semester is prepared well in advance.

Departments are given autonomy and flexibility to conduct various activities within the department like class test, internals, bridge courses, remedial courses, seminars etc. The departments decide the topics / themes of the seminar in their departmental meetings. This is communicated to the college principal and authorities for financial assistance.

The HoDs of the departments are on the interview board and the prospective candidates for their

departments are selected based on their suggestions and recommendations. They are in charge of organizing Parent-Teacher Meetings. They schedule Internship and Industrial Visit for their students.

Participatory management is achieved in this institution through faith, communication and transparency. The policy of participative management is well proved by the representation of students through the Students Advisory Committee. The Management of the Institution conducts the regular meets and discusses the issue and challenge with developmental aspect of the institute. Thus, Management of the Institution encourages the teachers, students and non -teaching staff, alumni and coordinators to share their ideas, opinions and suggestions through proper channel. The input received from various committees and feedback from different stakeholders is considered for the future decision making and an indication of the participative management.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The institution's motto, vision and mission orbit around the concept to promote the empowerment of the people who are socially and economically weak. The organogram of the institution has framed the strategic plan to support the growth and development of the section, that is, socially and economically disadvantaged.

To increase the statistic of enrolment in the higher education sector, Saradha Gangadharan College advocated the motive "**Dreams came into Reality**" to aid the students who are capable of learning to be given a chance to progress in academics. To fulfill the dreams of unprivileged society, SGC provides the following benefits to the students:

1. EDUCATION BENEFITS

SGC provides nine Under Graduate, and four Post Graduate programmes. Among 2,414 students enrolled, 2,294 (nearly 95%) of the Backward Class and SC/ST students are benefited in terms of admission during the past five years (2016-21). There has been a steady increase in the admissions of the OBC (86.32% to 89.31%) and SC/ST (4.04% to 4.18%) students. This massive number depicts the trait of the institution paving the way to their progressive growth.

2. FINANCIAL BENEFITS

In order to fulfill the dreams of students to achieve their goals, Saradha Gangadharan College strongly believes in the fact that monetary constraints should not be an obstacle for a student to have access to quality education. So, the College extends Scholarship Scheme to students on various parameters. Scholarship can be availed by students enrolled in any UG and PG Programmes.

During the recent past five years, 462 SC/ST students (6.28% of the total enrolled) availed various government scholarship to the tune of Rs. 1,60,28,700,

Scholarships from Management are awarded to candidates based on the following categories: Economically Background, Merit, Sports, Wards of SGC Staff, SGC students pursuing PG Studies at SGC. Among the students benefitted by Management Scholarships, 443 students hail from socially backward (6.02% of the total enrolled) have received an amount of Rs. 61,99,675 as Scholarship. The percentage of students availing management scholarship shows a substantial increase over the past five years that is from 4.22% in 2016 -17 to 8.85% in 2020-21. This clearly exhibits the high level of satisfaction among the student community with the fabric of scholarship of the management. Another conspicuous fact is that the scholarship offered by the management proved to be more pronounced than those offered by the government over the past two years (2019-20 and 2020-21).

3. CAREER BENEFITS

With the support of placement cell and career guidance, adequate number of students belongs to socially backward got placed in the various companies before the completion of the degree. On an average, every year more than 75% of students of underprivileged got placed in reputed concerns. During the last five years, among 435 got placements, 327 (75.17%) students belong to socially backward (10 SC/ST and 317 OBC).

Thus SGC serve to empower the academic and career goals of the student community by removing the socio-economic barrier.

File Description	Document
Upload any additional information	View Document
strategic Plan and deployment documents on the website	View Document

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

Response:

The institution has a well defined organization structure and governance that focus on achieving the mission and vision of the college. College Governing Body is the authority of planning and monitoring the functioning of the institution towards progress. It is headed by the Chairman and Vice Chairman followed by the Principal in hierarchy. The Board of Trustees is responsible for effective management in the campus. The Principal guides the college in academic progress, admission, staff recruitment, and other administrative matters. The College Council and the Administrative staff aid the Principal in the conduct of admissions, prepare budget plan from payroll to maintenance, keep track of university records and maintain student records. The heads of the departments assist the Principal in the overall administration which involves the planning of academic calendar and its systematic implementation. The Council and the faculty members play a vital role in executing the curricular, co-curricular and extra-curricular programmes. Heads of the department take up the responsibility of preparing department time table, work allocation among teachers, review of lesson plan. Course teachers assigned for each course takes individual care for each class guidance, counseling, evaluation and assessment of each student. IQAC team facilitates the integration of the various activities of the institution and institutionalizes the best practices. The Research Wing of SGC devotes to inculcate research temper among the faculty. A Centre for Research Publication has been formed to steer research initiatives by providing infrastructure and support services. The number of Clubs and Centres consisting of a large number of students and faculty members promote effective learning of students and enable them to exhibit their innate capabilities. The stakeholders of the college ensure quality assurance through their effective feedback. The conduct of University Examination is executed by every department in rotation basis and the Nodal officer of our college coordinates all activities in respect of the examinations. The College functions through a structured organization for discipline and smooth functioning.

File Description	Document
Upload any additional information	[View Document](#)
Link to Organogram of the Institution webpage	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP (Enterprise Resource Planning) Document	[View Document](#)
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

Staff members are greatly motivated to contribute and publish papers in seminars, conferences and workshops. The faculty are encouraged and supported by the management for research work. Presently **7** members of the faculty have been granted funds for Research Projects under **SGRF** scheme. The Management is always laissez-faire in providing support for updating the qualification of the staff members.

FDPs to tune the Personality Development, Technical skills, Interpersonal skills, and essentials of teacher development are regularly organized to equip the staff members with multi-skills. The College conducts Faculty Development Programs every semester to develop the skills and motivate the staff in enhancing their teaching methodology.

The institution offers comprehensive welfare support in career advancement, health care and employee benefits. The following are the welfare measures provided for teaching and non teaching staff:

- Casual Leave facility
- Special Casual Leave facilities for:

Presenting Papers, Duty as External Examiners, Member in Examination Inspection Squads, Duty as External Chief Superintendents and Chairman / Chief / Member in Valuation Boards

- Staff members of a department involved in the conduct of University Examination are given a proportionate compensatory leave
- 'On Duty' for attending Orientation and Refresher Programs
- Special leave for the marriage of the staff and their family members
- Special leave for the death of family members (Parents, Spouse, Children)
- One day OD for staff who donate blood
- Interest free loan facilities for the Support Staff.

- Maternity Leave for a period of three months with pay.
- Medical Leave is permitted
- Provident Fund facility for Teaching and Non-Teaching staff members
- Life Insurance Coverage for Teaching and Non Teaching Staff
- Flexible time provided for medical treatments.
- Gifts are given to all the staff during January every year.
- Encouraging Teaching Faculty to pursue Research and Training Programs.
- Incentives for Ph.D qualification
- Research Incentive Scheme (RIS)
- Funding for Research Projects (SGRF)
- Faculty members are recognized and rewarded through remuneration while completing the Doctoral Degree and Eligibility Test (SET or NET).
- Creating the best ambience for a conducive work environment
- Monetary benefit given to Non-Teaching Staff to educate their children
- Free meals are provided to deprived staff and students.
- Fund provided for constructing house for the Non-Teaching Staff

In addition to the above leave entitlements, if the administration and the management deem fit a particular individual case, a Compensatory Leaves are granted as a special case.

File Description	Document
Upload any additional information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 8.25

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	6	12	7	6

File Description	Document
Upload any additional information	[View Document](#)
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	2	0	1	0

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	[View Document](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 43.56

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

2020-21	2019-20	2018-19	2017-18	2016-17
74	56	19	13	10

File Description	Document
IQAC report summary	[View Document](#)
Details of teachers attending professional development programmes during the last five years	[View Document](#)

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

Response:

Performance Appraisal helps the staff and the institution to know about the academic, research and administrative productivity and to evolve policy guidelines eventually.

Methods of Assessment of Teaching Staff

Teaching Performance

- A Committee comprises of the Principal and the Heads of Departments review the report on Teaching Performance of each faculty annually to record the appraisals of the individual faculty department-wise in terms of punctuality, accepting responsibility, inter-personal relations, subject knowledge, students support and service and attitude.

Internal Academic Audit

- An audit to record the details pertaining to the research and extension activities of the faculty members measures the number of research paper, type of publication, books and conferences/workshop/training attended by each faculty.
- It exhibits the contribution of the staff in augmenting their academic profile.
- This audit is conducted once in six months.

Competency Mapping Chart

The College has brought in Competency Mapping Chart under Self Appraisal Report to evaluate their own performance. The Self Appraisal Report of all teaching staff is taken on annual basis and structured into two parts. The components of competency mapping are designed through factors like communication, subject knowledge, teaching skills, evaluation skills, , adaptability, subject knowledge, evaluation skills, technological orientation, planning, achieving, result orientation, analytical, influential, resilience, accountability, record keeping and team focus. It is evaluated against the five proficiency levels, beginner/ under training, partly meets requirements, meets requirements, Expert/Master and Coach/Mentor. The Competency Mapping Chart is consolidated department-wise.

Student Feedback Form

- Students are provided with an opportunity to provide feedback on Syllabus and its coverage by the Course Teacher at the end of the academic year.
- In the context of syllabus coverage, the students provide their level of satisfaction regarding the assessment of their performance carried out by the course teacher through tests, assignments or seminars and the guidance they are given.
- These forms are evaluated by the teacher in charge and the HoD concerned with the help of IQAC and interacts the faculty with constructive feedback and corrective measures

The Principal confers with the teacher over the report and discusses on the points of possible improvement. The major decisions are utilized for the enhancement of faculty, efforts to enhance pedagogic innovations and to adopt best practices. The introduction of self-assessment is to encourage faculty for introspection into their performance and self suggest improvements.

Performance Evaluation of Non-Teaching Staff

A structured questionnaire is also used for non-teaching staff to measure their performance. The self-appraisal report of all non-teaching staff is taken on annual basis and structured into two parts the fist is the different components of English language, communication, customer focus, adaptability, technological orientation, accountability, planning and achieving, analytical, resilience, maintaining confidentiality, their attendance and leave records, maintenance of students' profile and admission register. This is evaluated against the five proficiency levels to assess their performance. The evaluation is done by the Principal, and based on the outcome, need based support, facility and guidance are provided to them to perform more efficiently.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

To ensure sound Financial Management System, SGC conducts both Internal and External Audits periodically. The Internal Audit is being done perpetually, whereas the External Audit is carried out annually.

Internal audit of day to day transactions is carried out continuously to monitor the financial status of receipts and payments by the administration. Each transaction has the approval by the management so that funds are utilized properly. Funds received by the departments and clubs for conducting academic activities after sanction by the management are settled through proper receipts. Annual stock verification of library books are carried out by the staff members appointed for the purpose by the Principal. With the ISO 9001:2015 certification the audit of Quality Management System is done by a team of Internal Auditors

half yearly.

External audit is done as per statutory regulations laid by the government by an external auditor appointed by the management. M/S. Vaithiyanathan & Co, Chartered Accountants, Puducherry carries out an Independent Audit to ensure that the accounts of the College Trust give a True and Fair picture of the state of affairs of the trust in accordance with the accounting principles generally accepted in India. The said firm makes a test check of the vouchers and books of accounts of the Trust in accordance with the Auditing Principles generally accepted. An Annual Audit Meeting is held with the Chairman / Vice-Chairman of the Trust to discuss the audit findings or issues for resolution forthwith. Further, the accounts of the Trust are audited and an Audit Report in Form 10B, as prescribed by the Income Tax Act 1961has been filed before the Income Tax Authorities.

File Description	Document
Upload any additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The Institution has a very strong mechanism to monitor the effective and efficient use of the available financial resource. The financial resources are effectively monitored through audit of the accounts. The College is a self-financing college, and hence most of the funds of the college are self-generated. Every year the college management plans the budget for the College, based on the funds available. The college

generates funds through:

1. Student's fee
2. Funds from Government agencies
3. Funds from non-Government agencies
4. Sale of application forms for admission
5. Fees for amenities
6. Preplacement Training
7. Guidance for competitive Exam
8. Funds from state NSS cell,Puducherry

The funds collected are spent only for planned expenditure reflected in the Budget.

Capital Expenditure

The capital expenditure is categorized in to expansion and revenue

Expansion

1. Upgradation of Infrastructure

2. Expansion of the campus.

3. ICT developments

4. Mandatory deposits, annual fee of statutory bodies/university.

Recurring

1. Salary and welfare measures.

2. Updating the library

3. Payment for resource persons and conducting seminars/conference/workshops

4. Seed funding for minor research and support for research paper publications

5. Support for staff on emergency

Every academic year, the budget is prepared keeping in mind the expansion of the college in terms of

infrastructure and technological developments. Technical Department prepares an estimate for requirements such as software, computers, printers, and other equipments for student centric activity, research and development. Plans are made to generate more income to convert the institution into a higher seat of excellence.

File Description	Document
Upload any additional information	View Document

6.5 Internal Quality Assurance System

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

Response:

Practice I - Quality Assurance through ISO 9001:2015

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. As a part of this, **ISO 9001:2015** has been implemented in 2019. ISO certification provides the systematic procedures for our institutions to ensure standards and quality. The Quality Management System focuses on the four core processes of Admission, Teaching-Learning, Examination and Exit with other support processes. These help to identify, monitor, maintain and rectify the deviation in educational services. They verify the process of teaching-learning service offered to the stakeholders effectively to ensure quality of the system. The documentation includes MIS report, Teaching Plan and Monitoring, Course Guide, Feedback Forms etc. This system standardizes the activities of planning of resources, identifying the training needs of the staff. ISO Surveillance Audit was completed on 20.12.2021. The ISO 9001:2015 standards intensify the reputation of our institution.

Practice II – Academia-Industry Linkages

SGC is a member in ICT Academy since August 03, 2018. ICT Academy services include FDP, Research, Publication, Skill Development Training, Power Seminar and Contest to Students. Our faculty members got benefitted by participating Personality Development Programmes in various topics like Emotional Intelligence, Problem Solving Techniques, Digital Teacher, Stress Management, Data Science and Big Data Analysis organized by ICT. The recommendations of IQAC Meeting held in July 2021 leads to formidable Institute Industry Linkages in our College. CSS Corp, a global customer experience and technology consulting services provider offers C2C (Campus to Career) partnership program through internship and placement opportunities for the students. Further, add-on Course on "Communication Skills" is introduced by the Department of English as an industry sponsored programme by CSS Corp to

make the learner acquire knowledge on the basic structures of English Language. To promote the academic and industrial co-operation and collaboration through training, consultancy, in furtherance of the advancement of learning, SGC has established a MoU with DahNAY Logistics, Chennai, to give the students a comprehensive view on Export and Import, an add-on course on "Fundamentals of Export and Import" certified by DahNAY Logistics, Chennai. Linkage with Volontarait, Puducherry (a reputed NGO) imparts craftsmanship among the students of SGC in its Skill Development Centre. Collaboration with CED, Madurai promotes entrepreneurial knowledge and skills among students community and entrepreneurial development activities of the college, MoU is established with Employability Bridge, Chennai to provide job opportunities and create industry awareness among the final year students. A job app **uReka** supports the recruiters to hire the eligible candidates besides online access through employability bridge portal . Experts and practitioners from industries have been invited to share their expertise to enhance employability skills and knowledge. It is a pride that Tata Consultancy Services (TCS) –Youth employment Program (YEP) – A Joint venture with Govt. of India, Labour Dept of Puducherry, offered free Employability Training for the SC/ST and other economically weaker candidates which covers 100 Hours of standard modules prepared by TCS., The first of this kind among HEIs across the Unoin Territory of Puducherry

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

The institution reviews its teaching learning process, structures and methodologies of operations and learning outcomes through IQAC based established norms at periodical intervals

Two major initiatives taken in this direction are:

- Appraisal System
- Add-on and Online courses

I. Appraisal System

a. Students' Feedback Process:

For ensuring quality performance by the staff, the institution has initiated a system of taking feedback from students with anonymity regarding teaching learning experience, college syllabus and on individual faculty. A careful analysis of the feedback received is done and communicated to the teachers to enable them to enhance their teaching skills and their relationship with the students.

b. Internal Academic Audit

The internal academic audit is conducted by the internal auditors (qualified senior faculty members) once in a year. It serves to update the academic profile of the members of the faculty on their research front. The academic audit records the count and the details of the journals and books published by the individual faculty in order to validate their academic and research progress. Further the details of the seminars/workshop attended by the members of the faculty as a participant or resource person is also updated.

II. Add-on & Online Courses and Learning

a. ADD-On Courses

Add-on courses are conducted by the departments and through the industry sponsored programs to benefit the individuals to gain a competitive advantage and enable them to become industry ready. They include Communication Skills by English, Retail Management, Certificate course in Digital and Financial Literacy and Soft skills by Commerce, Probability of Statistics by PG Mathematics, General Aptitude by UG Mathematics, Internet Of Things (IOT) by UG Computer Science, Digital Communication by BSc(IT), Desktop Publishing Tools by BCA, Green Computing by PG Computer Science, Accounting on Computer with Tally by BBA. Besides, "Communication Skills" is introduced by the Department of English as an industry sponsored programme by CSS Corp to make the learner acquire knowledge on the basic structures of English Language. To give the students a comprehensive view on Export and Import, an add-on course on "Fundamentals of Export and Import" certified by DahNAY Logistics, Chennai, is given to students. 24 interdisciplinary courses are offered for students from various streams to update and enhance their skills and employability quotient.

b. Online Courses and Learning

Our college was approved as SWAYAM Local Chapter on 20.07.2021. For the sessions July to December 472 registrations under SGC local chapter were made.

During Covid-19 pandemic the teachers used the digital platform to train their students.SGC has given Google Workspace to all their staff for conducting online classes. Student's doubts are clarified through video conferencing and Google Jamboard. Google Form was the most common tool to conduct online quiz. Study material are shared to the students.

The incremental improvements mentioned above escalate the reputation of the institution and the faculty have a brilliant chance to gain an additional exposure. The students are benefitted with an environment of teaching-learning ambience created at SGC using ICT tools.

File Description	Document
Upload any additional information	[View Document](#)

6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality intitiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: A. All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	[View Document](#)
Upload details of Quality assurance initiatives of the institution	[View Document](#)
Upload any additional information	[View Document](#)
Paste web link of Annual reports of Institution	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

India is known for its most diversified religious societies and cultures. In order to appreciate the amalgamation of cultural and religious identities, the college celebrates various festivals and days of national importance with vigor and fanfare. They are listed below:

1. National festivals like Independence Day and Republic Day are celebrated with ceremonial flag hosting and parade by NCC and NSS units.
2. Teacher's day is organized by the students to facilitate their teachers.
3. Ayuda pooja celebrations take place every year.
4. Pongal being a festival of tamils cultural is celebrated to show oneness
5. International women's day is celebrated to promote genders equity in our society.
6. In addition to this youth day. Yoga day, AIDS awareness, blood donation, election day are some more which brings the oneness of the institution
7. International Yoga Day
8. International Women's Day
9. International day for disabled
10. National Energy Conservation day

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	[View Document](#)
Link for annual gender sensitization action plan	[View Document](#)

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Response: B. 3 of the above

File Description	Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

One of the core values of Saradha Gangadharan College (SGC) is being devoted to providing a quality campus environment; Effective measures are in place to ensure environment conservation in the College campus. For the sustainable development of society, it is important to cautiously handle environmental issues like solid, wet and hazardous/E-waste management. Having understood this social responsibility, the institute manages waste efficiently.

Solid Waste Management

All waste is managed by sanitary workers allotted for different blocks in the campus. Dustbins are placed at different locations like classes, laboratories and corridor. For easy and quick segregation of wastes, different colored bins are kept at common access points. The biodegradable waste collected from the green bins is dumped in a vermincompost pit for generating organic manure for the gardens. The non biodegradable waste collected in the red bin is disposed to the corporation. The NSS, Eco-Club and SwachhSwasth cells of the college initiate awareness programmes on green coverage, environmental conversation, ecosystems, clean and green campus through street plays, mimes and sensitization programmes. Encouraging waste reduction will reduce the quantity of waste and efforts required for disposal. Intensive awareness like wealth from waste programs was undertaken, and students are taught the best waste management practices.

Liquid Waste Management

The liquid waste generated is judiciously reused and channelized through well organized systems. Three phase mechanism in practice for collecting, filtering and utilizing the rain water. The rain water storage tanks are constructed around the building of the campus. The rain water storage tanks are constructed around the building of the campus. The rain water from the roof tops of the building are collected and stored in the appropriate rain water tanks through pipelines for utility purpose. The filter units are cleaned

with the filtering media to remove debris and dirt. The waste generated through the RO Plants are collected in the water tanks and used for gardening. Due to a proper drainage system, water does not stagnate anywhere in the campus.

E-Waste Management

Computer accessories are properly maintained and periodically upgraded with a view to extend the lifetime of the devices and to reduce the amount of E-waste. E-waste in college is disposed at regular intervals.

Biomedical Waste Management

The College is conscious and aware of biomedical waste and understands its utmost importance in maintaining sanitary conditions in the college campus. Biomedical waste is generated only during the Health / Blood Donation Camps organized by various clubs. All biomedical wastes are removed by the organizers of the medical camps in the campus.

File Description	Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: A. Any 4 or all of the above

File Description	Document
Link for any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**

4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: Any 4 or All of the above

File Description	Document
Link for any other relevant information	[View Document](#)

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: B. 3 of the above

File Description	Document
Link for any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

As an Educational Institution we embrace the skills, abilities, knowledge and increase a sense of belonging among students. We are constantly determined for diversity across the college.

Inclusiveness is embodied with the following goals

- Inculcating the spirit of Unity and Harmony
- Cultivates an enriched learning environment
- Support Socio-Economic Diversity
- Foster Positive Diversity and Respect Diverse Talents

Inclusiveness is an aura of letting people in and making them feel comfortable. To foster the spirit of unity in diversity and harmony, the college celebrates Ethnic Days like Republic Day, Independence Day, World Cancer Day , World Peace Day, National Youth Day , Flag Day, International Day Against Drug Abuse, International Women's day, International Yoga day, etc., .

The college stands as a beacon to attract the multilingual students across the country to opt from various languages like French, Hindi, Tamil and English as their second language. It provides ample opportunity for students from varied dimensions to assemble under one roof. To inculcate among students a flair for the language, Language Literary Club creates a platform for all students to learn other languages by organizing Inter-Collegiate meet, Conduct Competitions that develop self-efficacy and confidence amongst them.

Various scholarships are offered to support the economically weaker students. The institution ensures inclusive and quality higher education for lifelong learning. The innovative strategies like multiple means of action and expression, providing services and educational aids for students with disabilities, using gender neutral language and using genuine praise in the classroom focuses not only on learning outcomes but also practices inclusive learning.

Free Youth employment Training for the SC/ST and other economically weaker candidates was conducted in collaboration with National Career Service (NCS) for SC/ST under the Ministry of Labour and Employment in the college. The program offers core employability skills that have a potential impact to build the capacity of under privileged youth for various kinds of jobs, at speed and scale.

In association with Volontarait, a leading NGO, SGC contributes educational, co-curricular, sports and value based services to groom the students. As a part of craftsmanship various skills set are imparted in our students. This establishes positive interaction among people of different racial and cultural backgrounds.

Religious festivals like Harvest Festival, Dasara and Onam are celebrated in the College establishing positive interaction among people of different race and culture. Numerous sports activities are organized inside the college to promote harmony towards each other. It helps students by gaining a competitive edge when entering new, untapped markets.

The outreach programs conducted by YRC and RRC inspire the spirit of helping and reduce discrimination. Adequate number of awareness programs was held on blood donation, HIV, Dengue, Tobacco, Corona, Election and Plastic to enable students as peer educators.

Our students have facilitated to a sustainable development of Velrampet Village. They had the honor to serve along with our Lieutenant Governor Kiran Bedi. Our NSS unit was applauded with the National Youth Leadership Award in 2017 as a tribute to the voluntary services.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

We firmly believe in the vision of the institution*, to make the students realize their dreams in serving the society and contribute to the national development*. Through this the institution has pledged itself to contribute to the society. The blooming graduates of SGC are trained to encourage moral values and impart constitutional principles. The Open forum invites student to communicate directly to the head regarding the specific grievances and representations on any matter related to College. This determines the student's right to speak and represent. They are encouraged to enroll themselves in various Clubs and Centers, plan their own activities and execute them.

- The college enshrines the democratic values of our nation by commemorating the Independence Day and the Republic Day annually. Constitution Day is celebrated every year in the college
- Voter's Day and Voter's Awareness Programmes are organised in the college to create awareness of youth towards their constitutional rights and duties.

- Flag Day is observed to admire the soldiers, airmen and sailors who fought on the borders to safe guard the country's nobility.
- Every year International Women's day is celebrated to enhance women participation in global development.
- International yoga day is celebrated to mark the ancient Indian art of healthy living.
- We commemorate World AIDS day and human rights day unite to show support for people living with and affected by HIV. NSS volunteers of SGC, voiced out the awareness slogans related to human rights and AIDS awareness.
- The college encourages community responsibility by organising blood donation camps routinely.
- The college renders national service by organising road-safety awareness programmes .Students are informed about traffic rules and regulations and instil the importance of safeguarding human life.
- The college works for the development of the underprivileged and needy people at Volontarait. SGC contributes and offer value based services to groom the sponsored students. Educational service, Co-Curricular activities are imparted to the students to rejuvenate their minds.
- To promote a sustainable environment as a citizen, Tree Plantation drives are organized.
- The college promotes linguistic diversity by organising programmes such as Beej, Freleve and Hindi Diwas.
- Pongal, Onam and Saraswathi Pooja are celebrated in the college to enlighten our culture among everyone.
- Under the "Village Adoption Scheme", SGC has adopted Velrampet village to address the developmental challenges through appropriate practices. Our NSS Volunteers had extended their fullest support to serve them during COVID'19.
- The Code of Conduct is displayed on the website

The College is proud of the accomplishment of students who have
participated in the Pre RD Camp selection Training camp and is evident to the institution's efforts to inculcate national values.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	[View Document](#)

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	[View Document](#)
Code of ethics policy document	[View Document](#)

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

India is known for its most diversified religious societies and cultures. In order to appreciate the amalgamation of cultural and religious identities, the college celebrates various festivals and days of national importance with vigor and fanfare. They are listed below:

1. National festivals like Independence Day and Republic Day are celebrated with ceremonial flag hosting and parade by NCC and NSS units.
2. Teacher's day is organized by the students to facilitate their teachers.
3. Ayuda pooja celebrations take place every year.
4. Pongal being a festival of tamils cultural is celebrated to show oneness
5. International women's day is celebrated to promote genders equity in our society.
6. In addition to this youth day. Yoga day, AIDS awareness, blood donation, election day are some more which brings the oneness of the institution

File Description	Document
Link for Geotagged photographs of some of the events	[View Document](#)
Link for Annual report of the celebrations and commemorative events for the last five years	[View Document](#)

7.2 Best Practices

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

Response:

BEST PRACTICE I

Title: Social Bond and Community Outreach

Objectives of the Practice

At SGC, we strive to create a model of education based on compassion and mindful living. The institution serves

- To shape the character of the students and mould them as responsible citizens
- To emphasise the rights of others and promote the dignity of all useful occupations
- To deliver value based services to sponsored students and contribute to nation building
- To initiate humanitarian activities for vulnerable people
- To inculcate a positive health behaviour among the youth
- To propel the idea of Swachh Bharat
- To empower the students to participate in go green activities

The Context

With increasing social disparities, lack of opportunities in education or sustainable livelihood or healthcare or hygiene, there is an ardent need to level such inequities. Education is the only source to revive the scenario. Community Development Practice has a focus on facilitation, education and representational and resourcing skills. Education system of our country should drive the youngsters to be community mobilisers contributing to the endogenous development.

We at Saradha Gangadharan College set forth a holistic education with a gail to shape the character and behaviour of students towards social empathy. Our college develops a comprehensive action plan to address the social issues. Students of SGC are involved in the execution of these plans and are offered several opportunities to engage in promoting a strong community. They are motivated to identify important concerns and implement strategies to mitigate their concerns and solve their issues.

The Practice

The college creates a synergy between its community work and outreach platforms to create a multivalent and mutually renewing forum for meaningful dialogues and interactions.

Exertion towards Community Upliftment

Under the "Village Adoption Scheme", SGC has adopted Velrampet village in 2017 to address the developmental challenges through appropriate practices.

- The Students render services of cleaning and removal of Noxious weed, prosopisjuliflora, crassipes at Velrampet lake
- Advocate afforestation, to benefit the people with reduced air pollution and enhanced physical activity.
- Perform street show to the public stating the importance of education and its impact in empowerment of people.
- Conduct Survey on health & hygiene and organise camps for health nourishment,

- Conduct stage shows rally on civic responsibility and celebrate festivals and important days of national importance.
- Distribute Mooligai Kudineer (organic syrup) during pandemic for over 500 people in the locality.
- Serve to create an ecosystem for positive behavioural transformation.

Educational and Recreational Activities for the Children of Underprivileged

SGC has entered into a MoU with Volontarait a leading NGO in Puducherry which works for the development of the underprivileged and needy people. SGC contributes educational, co-curricular, sports and value based services to groom the sponsored students above the age of 10. Educational service such as the teaching of Mathematics, English, French, Cocurricular activities such as Music, Drawing, Yoga, Dance etc are imparted to the students to rejuvenate their minds.

Ethical Contribution to Support Needs:

SGC sets an operational framework to reach its vision.

- SGC-NSS Unit engages in a wide range of activities including social, professional and community events. 37 Volunteers participated in a walkathan on National Girl Child Day, 50 Volunteers in Dengue Awareness rally and many more.
- 85 YRC, RRC and Rotract volunteers participated in a rally to create awareness on Eye Donation, 50 in Blood Donation, 30 in Road Safety.
- 100 YRC & RRC volunteers distributed sanitizer, mask and pamphlets to the people of Velrampet area on account of COVID.
- Mrs. Mageshwari, Coordinator of YRC, SGC was honoured by the Hon'ble Chief Ministr Mr. N. Rangasamy with Shield and Appreciation Award for Best Blood Donor Camp Organiser
- The Swacch & Swasth club aims to be a model of green initiatives in the campus.
- Preparation of vermi composts the real sinews to the nation and their involvement embodied their commitment to the society and mother earth.

Evidence of Success

- **Organized Democratic Attitude**

SGC- NSS unit has facilitated to a sustainable development of Velrampet Village through Village Adoption Program. The Volunteers had the honour to serve with our then Lieutenant Governor Kiran Bedi in 2019 adding laurels to the institution. Our NSS unit was acclaimed the National Youth Leadership Award in 2017.

- **Inculcating the Spirit of Empathy**

SGC has conducted many professional and awareness workshops to build environmental, health, hygiene and civic concerns.

- **People Centered Humanitarian Response**

The outreach programs conducted instil among the residents the spirit of helping and supporting the PLWHA and reduce the stigma and discrimination against them. Our students donate blood, care AIDS

patients and organize camps. Students regularly visit JWALA home for the mentally disabled children and teach them life skills to enrich their quality of life.

- **Enhancing the Mental and Physical Hygiene**

Students under the guidance of faculty have imparted educational and skill based support to the underprivileged students at Volontarait. Training in language, sports, arts and celebrations impart a fresh doze of energy.

@. **Beaming Green Initiatives**

@. wareness is created on the segregation of Degradable, Non-Degradable waste and emphasize on replacing the usage of plastics with eco-friendly materials. Students participate in Tree plantation, Campus cleaning, Awareness programs and Environmental visits at college campus and at outreach places as well.

Problems Encountered and Resources Required

Resistance to change is inevitable, so it is quite impertinent that endorsing new ideas will be faced with challenges. The mindset of the local residents of the Velrampet Village has to be gradually changed by the NSS volunteers. They could only eventually convince them with sustained efforts to the upliftment programs. Planning visits to destitute homes requires resources. For regular visits and operation more funding is required. More financial resources and local partner in this endeavour is required. Alcoholism is a rampant problem in our society. Conduction of certain health awareness programs creates resistance. Student volunteers have made efforts to convince young men in the area not to take up alcohol and save future lives. Adequate time, human resources, funding, training and facilities to expand the horizon of services have to be consistently monitored for efficacy.

Notes (Optional)

SGC focuses to enhance sustainability and inclusiveness through village adoption scheme for the empowerment of the underprivileged. NSS through its path-breaking work of training have been the source of relief to women who have been the worst receivers of the substance of abuse have appreciated their efforts in alleviating alcoholism in the neighborhood village. Through various campaigns we were able to garner the attention of slum dwellers and public towards this issue, Educational & Recreational activities and Skill Development Programs conducted to promote the inclusivity for the underprivileged children providing the building blocks for creating a safe and welcoming community where individual differences are valued and embraced. SGC had made continuous efforts to make a little difference in the lives of the underprivileged and by far the college has accomplished these goals in small measures. SGC strives to create a model of education that is compassionate and mindful.

BEST PRACTICE II

Title : Spirit of Research for a Progressive Technological growth

Objective

The focus of our college is to steer research initiatives and promote research culture, enable the faculty to widen their horizon in their area of interest. This would aid their career advancement and enable them to grow as academicians. To drive the research temper our institution serves

- To encourage the faculty in writing research papers in journals and book chapters
- To encourage all faculty members to qualify Ph.D Degree
- To improve quality in teaching–learning process
- To encourage the faculty members to aspire for Funded Research Projects.
- To enhance quality in UG and PG projects.

The Context

Attaining the boundaries of knowledge and exposures is a vital part of a truly progressive academic culture. Research contributes content to teaching. The role of research in higher education is, to address the needs, demands and challenges of the society through effective and efficient contributions and technology for human and social development. It is done with the aim of making sure the institution is working to accomplish its educational mission. Any quality teaching draws on quality research. This motivated the College to strengthen the research activity that focuses on various independent domains and encourages multidisciplinary research.

The Practice

SGC is an Arts and Science College where the college has nevertheless been a centre of active research. There is a constant flow of innovative ideas which are mirrored by paper publications in reputed journals. Influx of intellectual ideas is highlighted through Paper Presentation and Book Publications.

- To address the gap in research, a robust research policy was formulated to promote research culture. To encourage active research **a Centre for Research and Publications (CRP)** has been formed to steer research initiatives by providing infrastructure and other support services. The research policy of the institution gives direction to the code of ethics and conduct of research projects in the institution. Research facilities are strengthened through financial incentives under various promotional schemes such as **Incentive for Ph.D qualifications, Research Incentive Scheme (RIS) and Saradha Gangadharan Research Fund (SGRF)** an internal funding for undertaking Research Projects. These grants facilitate inter-disciplinary research work and innovation projects. So far 51% of the members of the faculty are either SET or NET qualified and 41% have obtained their Ph.D degree. They have contributed to around 190 publications in journals over the past five years and have exhibited their responsibility of their endeavor through book publishing.

Evidence of success

A tremendous improvement in teaching learning where teachers bring their expertise by sharing the contemporary knowledge gained through research. Faculty members are distinguishing themselves by incessantly presenting and publishing their research paper in UGC Care list, Scopus, Web of Science and Peer Review Journals. Certain staffs have a long and a recognized value of publishing books and are advancing their academic career. The participation of the faculty in attending Faculty Development Program, Refresher Course, Seminars and Workshops enhances their knowledge in research. Faculties have also positioned themselves as experts by serving as resource persons in conferences of esteemed institutions. This has proven their competency in addressing challenges and in enhancing the creditability of their insights. Faculties have been accorded meritorious awards such as **SG Excellence Award for Research** and **Best Researcher Award** for their contribution towards research. The Institution Innovation Council conducts programs to inspire students on entrepreneurship. Students have shown active participation in startupreneur contests and this forum serves as a background to explore their potentialities. In the maiden edition of innovation contest organised by the CII Puducherry during August 2021, AJAY R and SIVASIDDARATH P.K got the first place and won a cash award of Rs. 10,000 and incubation opportunity for their innovative idea – BE FREE BRAND.

Problems Encountered and Resources Required

The management provides optimum resources and the faculty members perform their level best. To promote research further, the affiliating University (Pondicherry University) should provide a platform to access Library, Lab and instruments unconditionally (special provisions). Further, Mutual trust is vital for building strong University Industry Linkage. Hence, a multi-pronged approach is recommended to stimulate industry-academia interactions. Provision of the core set of services by Government to unaided Higher Educational Institutions will also promote the research activities at greater level.

7. **Notes (optional)**

Saradha Gangadharan College is a self supported college where the management has introduced incentivization schemes by providing internal funding for research (**SGRF**). This credibility and promotion has skewed the teaching faculty towards research publications. The same initiative may be practiced in government and government aided institutions to bring extraordinary results in research.

Institutional Collaboration will lead to efficient complementation of resources eventually leading to the development of a House of Excellence for quality research and development. Realizing this objective, the college has signed MoU with CANNY Consortium of Autonomous Colleges /Affiliated Colleges in order to achieve the desired results in research for the benefits of the faculty and students. In this regard a cluster-based research centre can be initiated by connecting Industry, University and Government for incremental improvements and developments in research which will be a cost effective measure and can give remarkable result in research for Higher Education Institutions.

File Description	Document
Link for Best practices in the Institutional web site	[View Document](#)
Link for any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

YOUTH EMPOWERMENT

SGC with a dazzling history has created a niche as a pioneer in quality initiatives to promote citizens with world-class knowledge, national consciousness, global competencies and social responsibilities. Our distinctiveness is reflected in leveraging industry-academia linkages. The institution explores ever expanding frontiers of knowledge beyond the curriculum to capture the latest emerging trends in new technology, skills and values that have Social and Industry Relevance, organizing Youth Employability Training, National and International Seminars, Workshops and Guest Lectures on a range of topics across disciplines to enrich the skills of students.

Training and Placement Cell

We have been successful in maintaining high placement statistics and the fact that our students bear the recession blues with record breaking placements itself is a testimony to our quality. SGC is a member in ICT Academy since 2018. Training programs like Student Employability Training Program (IT Finishing School) by ICT Academy in association with Puducherry E-Governance Society, Skill Development Training, are provided to students.

During the past five years, 892 students were trained under Student Employability Training Program by ICT Academy. 390 students were trained for Employability Skills Training program by Mahindra Pride Classroom, 135 by Mirror Training & Placement. The placement cell of SGC has trained 150 students by inviting experts from corporate towards their career Prospects in the last five years. 22 Placement Drives have been organized by the placement cell and a total of 313 students got placed in reputed organizations like TCS, Infosys, Tech Mahindra, Integra Software Services, Atos Syntel, Infiniti Software Solutions, Allsec Technologies etc., under varied job positions like Operation Executive, Project Manager, Copy Editor and Testing Executive with a median salary of Rs.18000 p.a.

uReka - the Job App

SGC provides a platform that matches the expectations from both students and companies through continuous engagement. MoU was entered with a renowned HR talent matching agency, Employability Bridge, Chennai to provide job opportunities and create industry awareness among the final year students. A job app **uReka** supports the eminent recruiters to view students profile and hire the eligible candidates. It also provides online access to students and placement cell of SGC through employability bridge portal.

All the final year students have registered.

Youth Employability Programme

It is a pride that Tata Consultancy Services (TCS) –Youth Employability Program (YEP) – A Joint venture with Govt. of India, Labour Dept of Puducherry offering free Employability Training for the SC/ST and other economically weaker candidates which covers 100 Hours of standard modules prepared by TCS on Business Skills, Communication Skills, Quantitative Aptitude, etc. The first of this kind not found in HEI in the UT of Puducherry. 27 students of batch-I had successfully completed three tests during the training and will receive a digital certificate from TCS which will stand as a testimony and accreditation of their employability prospects in the corporate world.

C2C - Campus to Career

CSS Corp, a global customer experience and technology consulting services provider offers C2C (Campus to Career) partnership program. It offers internship and placement opportunities to students. As part of the placement drive add-on Course on "Communication Skills" is introduced by the Department of English as an industry sponsored programme by CSS Corp to make the learner acquire knowledge on the basic structures of English Language. A two week training program is given to students, including a mock test to assess their levels of knowledge. The students have successfully completed the first level of training. The second round AMCAT (Aspiring Minds Computer Adaptive Test) was conducted by CSS Corp for the selected students. G. Britney Jouvit, III B.Com(CS) made an amazing success by clearing the test and personal interview on 15.12.21. She is placed at the CSS Corp as Trainer-Technical support with an annual guaranteed compensation of 2,26000 p.a.

Craftsmanship Training

SGC has signed a MoU with Volontariat a leading NGO to develop craftsmanship among the students. Various skills like Soap Making, Washing Powder Making, Carpentry, Tailoring & Embroidery, Organic Farming and Weaving are imparted in the students and 18 students got benefited. Acquiring skills through practice is an ongoing and continuous process where students are undergoing continuous training. It provides general employability skills, helps students to achieve recognition and respect and prepare them as per industry standard.

Entrepreneurial Development Initiatives

Entrepreneurial Development Programme (EDP) Cell, SGC imparts business awareness among students through various Governmental and Non Governmental organizations, EDC (Puducherry), DIC, LEAD BANK, PIPDIC, SALT ACADEMY, Manufacturers Association, Commerce and Industries Association. SGC had entered a MoU with CED, Madurai in order to initiate a number of activities for the benefit of rural youth and economically weaker and downtrodden students. EDC cell has trained 600 students in various skills by organizing Training and Awareness Programs, Workshops and Exhibitions. These programs motivate the young Entrepreneurs to innovate and incubate their novel ideas. 40 SC/ST students were given Certificate Program in Web Designing under Rajiv Gandhi National Institute of Youth Development.

Institute Industry Linkages

SGC has established a MoU with DahNAY Logistics, Chennai to promote academic and industrial collaboration through training, consultancy, research. To give the students a comprehensive view on Export and Import, an **add-on course** on "Fundamentals of Export and Import" certified by DahNAY Logistics is given to students. Iinterdisciplinary courses are offered for students from various streams to enhance their skills and employability quotient.

The emergence of brand SGC is endorsed by our multi- faceted and talented students who bring laurels by their outstanding achievements. Our students have bagged 8 Gold medals by ranking first in the exams conducted by the Pondicherry University. Our eminent student achievers have received Elite+Silver award in the NPTEL online exam registered through Swayam Local Chapter. Our students won medals in Sports at International & National level. Our NSS Volunteers have received honor in participating in Inter State Youth Exchange Programme (Ek Bharat Shreshtha Bharat) and in Republic Day Parade Training camp, New Delhi and bagged the State NSS Award and a Cash Award in Swachh Bharat Summer Internship (SBSI) camp. Our journey towards the path of excellence continues.

File Description	Document
Link for appropriate web in the Institutional website	[View Document](#)
Link for any other relevant information	[View Document](#)

5. CONCLUSION

Additional Information :

The insitution's commitment ensures quality education through need based student centric Teaching-Learning process. Our Chairman, Thiru. G. Swaminathan, a visionary, who believes in uplifting the society by providing holistic education to students community. Our Vice Chairman, Dr. S. Pazhaniraja, works for materializing the vision of Thiru. G. Swaminathan. Recently in 2021 he received the prestigious honorary Doctorate award for his applaudable service in education and society.

The college encourages the faculty members for higher studies like Ph.D and PDF. Presently the college has 32 Ph.D holders and 16 more are pursuing Ph.D degree. So far, there has been a record of 205 publications and 51 books.

The college believes in holistic development of students, in this regard the college has set up classrooms with ICT and also train the faculty members to adopt interactive classroom pedagogical methodologies

Various Cells and Clubs have been formed to drive their distinctive skills in communication, artistic creativity, leadership, teamwork to enable them to discover their individuality. Sports achievements encompass many accolades and have produced many sports person at National and International level. NSS unit of SGC has been awarded the National Youth Leadership Award in 2017 which is an accolade to the voluntary services. The Co-ordinator of YRC/RRC Mrs. Mageshwari is the recipient of the Appreciation Award of the Best Blood Donor Camp Organiser from the Government of Puducherry,

MOUs have been signed with different organisations to uplift the society and also enable the students to understand the world in general and in the specified subject areas in particular.

Placement Cell of SGC has achieved a sizeable numbers of placements that is around 435 students have been placed in reputed concerns in the recent years. During November, 2020 our institution's Innovation Council (IIC) was registered with Ministry of Education's Innovation Cell with the aim to nurture the spirit of entrepreneurship and innovation among the young talents of SGC. It aims to be a hub of futuristic education in the process of Nation Building.

Concluding Remarks :

Saradha Gangadharan College commenced in the year 2001 with a mission that it shall be amongst the most admired academic institutions in the Union Territory of Puducherry. With 20 years of yeoman service to higher education, SGC is marching towards its Silver Jubilee with a prestigious status.

SGC has expanded its horizon in attaining many a milestone. It lays down great emphasis in building a highly competitive environment for academic excellence and extracurricular accomplishments. All the activities of the college are driven towards the mission of nurturing self reliant students with a strong sense of community responsibility. The vibrant culture of community outreach at SGC inculcates a strong sense of spirit of embracing civic ecology among students. This balance in curricular and extracurricular engagements fosters a holistic development of students. The college has continuously upgraded its services and infrastructure to respond to the changing educational environments. The faculty and students have uprightly engaged with

people and community, gratifying its role in making knowledge and information available to society.

To cope up with research, teaching and technological advancement conferences, workshops, seminars,FDPs, guest lectures, webniars and events are conducted paving way to professional development and to benefit the students.

Education is the best provision for life's journey… our journey continues…