

Annual Quality Assurance Report (AQAR)

2016-17



SARADHA GANGADHARAN COLLEGE

Lake Road, Velrampet, Puducherry.

Submitted to



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P.O. Box. No.1075, Opp: NLSIU, Nagarbhavi, Bangalore – 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution	SARADHA GANGADHARAN COLLEGE
1.2 Address Line 1	LAKE ROAD
Address Line 2	VELRAMPET
City/Town	PUDUCHERRY
State	PUDUCHERRY
Pin Code	605 004
Institution e-mail address	sgc_principal@yahoo.co.in
Contact Nos.	0413 - 2280156
Name of the Head of the Institution:	DR. J. SUKUMAR
Tel. No. with STD Code:	0413 - 2280156
Mobile:	9361678999

Name of the IQAC Co-ordinator:

S.KUMAR

Mobile:

94439 13583

IQAC e-mail address:

sgc_principal@yahoo.co.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

PYCOGN16400

1.4 NAAC Executive Committee No. & Date:

EC(SC)/18/A&A/3.1 DT.5.11.2016

1.5 Website address:

www.sgc.edu.in

Web-link of the AQAR:

www.sgc.edu.in/AQAR2016-17

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C	1.75	2016	5 Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

16-04-2014

1.8 AQAR for the year

2016-2017

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ (DD/MM/YYYY)
 ii. AQAR _____ (DD/MM/YYYY)
 iii. AQAR _____ (DD/MM/YYYY)
 iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

PONDICHERRY
UNIVERSITY

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text" value="No"/>		
University with Potential for Excellence	<input type="text" value="No"/>	UGC-CPE	<input type="text" value="No"/>
DST Star Scheme	<input type="text" value="No"/>	UGC-CE	<input type="text" value="No"/>
UGC-Special Assistance Programme	<input type="text" value="No"/>	DST-FIST	<input type="text" value="No"/>
UGC-Innovative PG programmes	<input type="text" value="No"/>	Any other (<i>Specify</i>)	<input type="text" value="2(f) Status"/>
UGC-COP Programmes	<input type="text" value="No"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers (including Principal and Co-ordinator)	<input type="text" value="10"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>
2.3 No. of students	<input type="text" value="03"/>
2.4 No. of Management representatives	<input type="text" value="03"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="03"/>
2.9 Total No. of members	<input type="text" value="25"/>
2.10 No. of IQAC meetings held	<input type="text" value="03"/>

2.11 No. of meetings with various stakeholders Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- a) IQAC has been giving importance to developing language and communication skills of students
- b) The Students are trained in analytical skills, logical reasoning, lateral thinking and team building to gain competitive edge in the recruitment domain. The professional training imparted to the students includes Communication Skills, Leadership Qualities, Time Management, Resume preparation, Group Discussion and Interview Techniques. Students are encouraged to participate in the campus mock interviews. Information regarding written exam conducted by the Central, State Government, bank and other institutions is disseminated to the students.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Orientation programme for I year students	Students got to know about the opportunities in various fields of study. Counselling during the programme proved to be confidence booster for the students.
Language skills	Many students are from rural background. Therefore, exposing them to language, especially English proves useful.
Course plan for academic instruction for each programme	Course Plan subject wise, semester wise was implemented

Plan for curriculum enrichment programmes.	Faculty members planned to implement Curriculum enrichment programmes like seminars, workshops, guest lectures and panel discussions and organised the conduct of such programmes.
Remedial programmes for slow learners	Identifying the slow learners, remedial classes are conducted on a regular basis by various departments.

** Attach the Academic Calendar of the year as Annexure.*

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

<p>AQAR was placed before the management committee of the college for valuable suggestions. The committee recommended implementing effective strategy to evaluate the student progress and act accordingly and to add quality in teaching methods by preparing lot of e-content in teaching and learning.</p>

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	3	0	3	0
UG	9	0	9	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	12	0	12	0

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
Core/Elective/and Allied subjects were the options
- (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	12
Trimester	0
Annual	0

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

YES

Pondicherry University has announced the implementation of CBCS from the Academic Year 2017-18 onwards. The College follows the Syllabus and Curriculum of Pondicherry University. BOS for all courses are being conducted and syllabus revision is planned.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Assistant Professors	Associate Professors	Professors	Others
70	70	-	-	-

2.2 No. of permanent faculty with Ph.D.

13

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Assistant Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
03	Nil	-	-	-	-	-	-	03	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

02

Nil

Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	07	29	11
Presented papers	18	21	07
Resource Persons		Nil	Nil

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Technology enabled teaching and learning. Use of LCD projectors and audio-visual facility for teaching.
2. Students are taken out for field training.
3. Providing downloaded study materials to the students.
4. Conduct of tests.

2.7 Total No. of actual teaching days during this academic year

182

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

✓

Double Valuation at PG level

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 15

2.10 Average percentage of attendance of students 86%

2.11 Course/Programme wise distribution of pass percentage: (Results of 2015-16 Final Exams)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc (Maths)	36	25.00	33.33	22.22	-	80.55
B.Sc (Physics)	07	-	42.85	42.85	-	85.70
B.Sc (Comp. Science)	41	-	36.50	41.40	7.30	85.20
B.Sc (I.T)	19	-	21.05	42.10	5.20	68.35
BCA	39	2.50	46.10	35.89	-	84.49
B.Com (General)	57	1.75	21.05	47.40	21.05	91.25
B.Com (Corporate Secretaryship)	55	-	29.09	25.45	3.60	58.14
BBA	48	-	2.08	41.67		43.75
B.A (English)	34	-	8.80	23.50	35.29	67.59
M.Sc (Mathematics)	17	82.35	17.65	-	-	100
M.Sc (Comp. Science)	17	-	94.10	-	-	94.10
M.Com	18	5.50	89.00	5.50	-	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

A detailed plan at the beginning of the year covering all major activities is made by IQAC

Keeping in mind the teaching-learning and evaluation schedule to be carried out in the academic year, the college academic calendar is prepared.

IQAC advises faculty members to convene Annual Plan Meeting at the beginning of each semester, assign syllabus to the departmental teachers, prepare time schedule for term tests & to convene term review meetings.

IQAC also suggests the departments to organize seminars, educational tours & excursions. In this way IQAC monitors and evaluates the teaching & learning processes of the college. Feedbacks were obtained from the students through Structured Questionnaires related to Teaching Learning process.

In addition to the conventional lecture method, IQAC facilitates maximum use of ICT in the teaching learning environment.

Student Mentoring system supports to know the student related issues individually and promote better learning habits.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the University	
Staff training conducted by other institutions	70
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17	-	-	-
Technical Staff	04	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

1. IQAC encourages teachers to pursue research-work (PhD), publishing papers in reputed journals and participation in academic conferences.
2. The college authorities provide all possible support for carrying out research work.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	32	01	-
Non-Peer Review Journals	16	03	-
e-Journals	04	04	-
Conference proceedings	02	10	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	0		0	0
Minor Projects	0		0	0
Interdisciplinary Projects	0		0	0
Industry sponsored	0		0	0
Projects sponsored by the University/ College	0		0	0
Students research projects	0		0	0
Any other(Specify)	0		0	0
Total	0		0	0

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	None
	Granted	None
International	Applied	None
	Granted	None
Commercialised	Applied	None
	Granted	None

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	01

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

NSS Unit of the college organised a rally on awareness of AIDS. The NSS Units also organized a Blood Donation camp, tree plantation programme and first aid camp in collaboration with Red Cross Society, Rotaract by which the institution delivered its social responsibility towards the community at large.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	39,000 sq. mts	-	Self Financing	39,000 sq. mts
Class rooms	40	-		40
Laboratories	06	-		06
Seminar Halls	01	-		01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	06		06
Value of the equipment purchased during the year (Rs. in Lakhs)	-	2725911		2725911
Others	-	-		-

4.2 Computerization of administration and library

1. Computerization of administration is done. All financial data is maintained digitally. In this connection we use pertinent software.
2. Automation of the Library is in the process.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9062	2181312	258	96829	9320	2278141
Reference Books	444		2			
e-Books	-	-	-	-	-	-
Journals	7	13600	-	-	7	13600
e-Journals	1	5000	-	-	1	5000
Digital Database	Yes					
CD & Video	166	Free of Cost				
Others (specify)						
Departmental Library	397	165744	176	78700	573	244444
Book Bank	502	Donated				
Newspapers & Magazines	19	31966	-	-	19	31966
Students' Projects	208	Free of Cost				
Question Papers	51	Free of Cost				

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	144	03	2	0	1	11	10	-
Added	12	-	1	5	0	1	3	-
Total	156	03	3	5	1	12	13	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance, etc.)

The college has internet facility and in accordance with the Govt. Regulations all pertinent software are used. The college library too uses related software. It has internet facilities. The campus is wi-fi enabled for secured network access.

4.6 Amount spent on maintenance in lakhs:

i) ICT	778909
ii) Campus Infrastructure and facilities	1258238
iii) Equipments	266566
iv) Others	430625
Total:	2734338

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The college has Disciplinary committee, Anti-Ragging Committee and the Committee against Sexual harassment of Women. These Committees take care of student support services as and when needed. The IQAC regularly interacts with these committees. However, no complaint is received or reported so far.

5.2 Efforts made by the institution for tracking the progression

- ❖ Regular meetings of the Teachers are held. Teachers take care of day to day student support activities.
- ❖ Class Teachers keep track of the performance of the students and monitor the progress.
- ❖ Weak students are identified in the class with the help of their respective class teachers and Remedial Coaching is arranged.
- ❖ The academic performance of the students is analysed every semester in the Department. Staff Meeting and necessary follow up action is taken.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1337	90	0	0

(b) No. of students outside the state

56

(c) No. of international students

Nil

Men	No	%	Women	No	%
	703	49		724	51

No	%
724	51

Last Year (2015-16)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
192	105	03	1021	01	1322	200	117	04	1103	03	1427

Demand ratio 2.3:1

Drop out % 1.19 %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

There is a proposal to start CA, ACS, ICMA, NET and Civil Services coaching.

No. of students beneficiaries

Nil

5.5 No. of students qualified in these examinations

NET	<input type="text" value="NA"/>	SET/SLET	<input type="text" value="NA"/>	GATE	<input type="text" value="NA"/>	CAT	<input type="text" value="NA"/>
IAS/IPS etc	<input type="text" value="NA"/>	State PSC	<input type="text" value="NA"/>	UPSC	<input type="text" value="NA"/>	Others	<input type="text" value="NA"/>

5.6 Details of student counselling and career guidance

A Career Counselling & Placement Cell had been established to look into the diverse socio-economic problems confronted by our students. One of the objectives of this cell was to help the students who come from economically backward families with placement opportunities and also to provide institutional support. We also provide them guidance as to how they could make use of these opportunities from the institute.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
11	290	81	Nil

5.8 Details of gender sensitization programmes

Women cell coordinator takes care of the needs of women staff and girl students along with the members of the cell.

International women's day is celebrated and to mark the event various competitions are held.

Gender champions in each category for all the classes are selected to solve any gender related issues.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level/Intercollegiate level tional level
International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level / Intercollegiate Level
 National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	51	6,12,500
Financial support from government	83	Amount is credited by the Govt directly to the Students' Account
Financial support from other sources	Not Available	
Number of students who received International/ National recognitions	Nil	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level
 Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: **No Major Grievance**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

- To provide quality higher education to the students in Arts, Science, Humanities and Commerce.
- To make the students to realize their role in serving the Society and contribute to the National development.
- To offer value based education to develop self-confidence and commitment to Society.

Mission

- To instil very high standard of integrity, discipline and knowledge.
- To make the students technologically superior and ethically strong to improve their quality of life.
- To pay individual attention, monitor the progress and appraise the parents to mould the students as good citizens.
- To inculcate social, cultural, economic and environmental values among the students.

6.2 Does the Institution has a management Information System

Yes.

- ❖ The College website is maintained by the System administrator engaged for that purpose and details are uploaded as and when required to provide needed information.
- ❖ Customized software is used for administration which includes Student Management, Staff Management and Accounts Management.
- ❖ The admission process and the details of the students admitted are entered in the Management Information System and can be retrieved for various purposes.
- ❖ The attendance of students and biometric system for attendance of faculty are retrieved through MIS.
- ❖ The Office automation work is in progress.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- The staff of various departments being members in the Board of Studies of the University have made their contribution in the design of CBCS pattern for UG courses to

commence from the academic year 2017- 18.

- Thorough revision has been made keeping in view the latest developments in all subjects and an updated curriculum.
- To supplement the syllabus of the Pondicherry University, guest lectures by experts are being adequately arranged by the respective departments.

6.3.2 Teaching and Learning

- ❖ Well-furnished classroom with ICT facilities.
- ❖ Bridge courses are offered by the institution to warm up the students from various streams of higher secondary into their programmes of their choice.
- ❖ Students are encouraged to attend Training Programmes / Conferences
- ❖ Students are encouraged to present / publish papers.
- ❖ Seminars / Conferences / Workshops are organised periodically in different disciplines.
- ❖ Industrial Visits / Educational Tours are encouraged
- ❖ Tutorial classes are conducted
- ❖ Remedial Teaching is undertaken
- ❖ Orientation talks are arranged for the students to prepare the students to make them aware of the career prospects after the completion of the UG and PG programmes.
- ❖ Training is imparted in Soft Skills / Communication Skills
- ❖ Teaching and learning are strengthened with modern e-tools for better understanding.

6.3.3 Examination and Evaluation

- Test and examination committee meet periodically to work out strategies for effective conduct of examination.
- Periodical class tests, internal tests and model examinations are conducted.
- Assignments are given to students and concerned faculty members are guiding the students to improve creative thinking.
- Seminar presentation by students and assignments are taken into consideration for assessment of internal marks of PG students.
- Surprise tests are conducted by some teachers to track the student progress.

6.3.4 Research and Development

- ✓ The faculty of the college had 18 International and 21 National Level research publications.
- ✓ Teachers have the freedom to apply for Projects from various funding agencies.
- ✓ The Management provides ample support to the staff for pursuing research with adequate leave facilities and encourages in all their research related efforts.
- ✓ A Research Committee is appointed to monitor the research activities of the staff and students

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The college campus has been monitored with CCTV facility for vigilance.
- Library is well equipped with more comprehensive collection of print and electronic resources giving a vital support to the academic and research needs of the students and faculty.
- The institution subscribed to N-List (National Library and Information Services infrastructure and scholarly Content) resources to enhance the knowledge of staff and students.

- ICT is utilised in the best possible way by all the departments. The annual event “BIZ FORTITUDE” of the department of Management Studies is a live demo of the application of ICT.
- Four faculty members of computer science and IT departments published their videos in You Tube as part of the Digi Guru contest conducted by ICT academy.

6.3.6 Human Resource Management

- The college has a self-appraisal system to evaluate the performance of the faculty. Feedbacks are collected from the students at the end of each semester. Corrective measures are taken based on the assessment.
- The vacant faculty posts if any were filled at once.
- Principal conducts faculty review meetings and gives feedbacks for enhancing their teaching skills. He recognizes noteworthy performances of the faculty and appreciates them in meetings.
- The staff members are given free hand to adopt best practices for the development of the institution and their self-development.
- Scholarships were given to the deserving students towards tuition fee
- Scholarships were given to deserving sports persons.
- Faculty are assigned responsibilities to organise curricular, co-curricular and extra-curricular activities.

6.3.7 Faculty and Staff recruitment

- Effective recruitment procedure is adopted to appoint well qualified teachers through interview for various disciplines.
- NET/SLET/Ph.D candidates only are recruited.
- Based on the estimated workload of the departments for the ensuing academic year and if new staff members are required, the College advertises in regional and national Tamil and English newspapers for the required number of posts.
- The applicants are shortlisted based on their merits as per the UGC norms and guidelines laid down by the Pondicherry University and staff selection committee constituted by the management conducts the interview.
- The committee includes the Management nominee, Director, Principal, the representative from the Pondicherry University and concerned Head of the department. The College has a strong policy on the all-round ability of the faculty members.

6.3.8 Industry Interaction / Collaboration

- ❖ An industrial representative has been included in IQAC to interact for improving the quality in education.
- ❖ The final year students of corporate secretaryship and business administration students get trained in the nearby industries in final semester to complete their projects.
- ❖ All the UG & PG students of Computer Science, UG students of Computer Applications and Information Technology Departments take up IT projects in medium size organizations in and around Puducherry.

6.3.9 Admission of Students

- ❖ The institution ensures wide publicity and transparency in the admission process through

prospectus, College website and advertisements through different media. The prospectus is uploaded in the college website prior to the results of the higher secondary examinations.

- ❖ The College Office helps the applicants for various courses in process of admission by providing information about the eligibility criteria, and the norms and the guidelines of the Pondicherry University.

6.4 Welfare schemes for

Teaching	Free Wi-Fi connectivity Group Insurance Scheme Medical Aid
Non teaching	Free Wi-Fi connectivity Group Insurance Scheme Medical Aid
Students	Merit cum means scholarships to poor and deserving students Tuition fees concession for Sportspersons Remedial coaching Personality Development / Skill Development Programmes Free Wi-Fi connectivity Book Bank

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	AAA Committee
Administrative	No	-	No	-

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes

Yes

No

For PG Programmes

Yes

No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not spelt out by Pondicherry University

6.11 Activities and support from the Alumni Association

Alumni Association meetings are planned at regular intervals to improve the contribution of the Alumni in societal development.

6.12 Activities and support from the Parent – Teacher Association

Parent-teacher Association makes a good effort to resolve the issues faced by the students in the adolescent age and make them understand their true potential and improve their concentration in studies.

6.13 Development programmes for support staff

Support staff was given special training to operate software pertaining to College office.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- ❖ Tree Plantation
- ❖ Segregation of garbage into degradable and non-degradable by placing bins
- ❖ Collection of solid waste
- ❖ Vermi Composting
- ❖ Ban on usage of plastics in the Campus
- ❖ Creating Awareness on the Campus plants and animals by displaying their names
- ❖ Replacement of Bulbs with LED as an energy conservation measure.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. The existing method of feedback collection is replaced with more effective method in which, faculty are not allowed to collect feedback from their own discipline students. This is to ensure correct input from the students for refining and perfecting the quality of teaching delivery by the institute to the stakeholders.
2. In addition to the Bridge Course the Institute organised and conducted a skill enrichment certificate course (recognised by the Government of India) for all the outgoing students in collaboration with ICT Academy (NGO), Puducherry and E-Governance of India.
3. Faculty Development course was organised by the Management for all Departments with eminent academicians and leading industrialists as resource persons.
4. Language department enrolled 35 non-Hindi speaking students from our college and students from the local society for special coaching in basic Hindi. Those students had appeared for Pradmic exam of Dhakshan Bharat Hindi Prasar Sabha and 97% results obtained.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

All teachers were provided with the feedback on curriculum, teaching and evaluation.
N-List password was issued to faculty members.
Wi-Fi facility for staff was enabled in individual mobiles and department laptops.
Bridge Courses were held as per schedule for I year students and Add-on courses were conducted by ICT Academy for the final year UG students.
Each department's annual events witnessed the enthusiastic participation of students and brought out their inherent talents.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

BEST PRACTICE – I

1. Title of the Practice: Participatory Decision-Making Process.
2. Goal:
 - To achieve the vision and mission of the institution.
 - To build a healthy institutional culture.
 - To involve the staff and the students in decision-making process
 - To ensure transparency both in the academic and administrative activities.
3. The Context:

It is the extent to which the College management allows and encourages the stakeholders to share and participate in the institutional decision-making.
4. The Practice:

This has been in practice from the year 2005 onwards. The practice of this process is summarized in the following flow chart.

Participatory Decision-Making Process

College Council Meeting	<ul style="list-style-type: none">➤ All HODs are members➤ Decisions relevant to academic matters and students affairs are taken for implementation
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Teachers Council Meeting	<ul style="list-style-type: none"> ➤ All Teaching staff are members ➤ Review of academic progress, student's affairs are discussed and appropriate decisions are taken for implementation
Sub-Committee Meeting	<ul style="list-style-type: none"> ➤ Various sub-committees pertinent to academic, co-curricular and extracurricular activities are constituted with staff and students as members. ➤ Action plans are framed for each activity of the committee and the progress of implementation is reviewed
Administrative Committee	Principal with Office Superintendent and other administrative staff members meet very often to plan and implement financial matters, students tuition fee collections, infrastructure development, etc.
Students evaluation of Teachers	Getting feedback from students to Evaluate the teachers' performance.
Parents Teachers' Association	Parents Teachers meeting is organised regularly. They are informed about academic performance, conduct and discipline of the students.

5. Evidence of Success:

This practice helps to enrich the decisions. Cooperation among stake holders has improved.

6. Problems Encountered and Resources Required:

All teachers attend the College Council meeting. The practice does not need any additional financial resources.

BEST PRACTICE-II

1. Title of the Practice: PERSONIFICATION OF SOCIAL SERVICE

Philanthropic spirit is inculcated amongst the faculty members and students to help under privileged and downtrodden of the society.

2. Goal

- Provision of welfare facilities and amenities to children, differently abled persons, destitute, old age people, orphans, etc.
- Educate the students of economically weaker sections to eradicate their ignorance and poverty.
- Promote the feeling of togetherness and team spirit amongst the members.
- To involve in relief and remedial measures at times of flood, famine, epidemic outbreaks, or natural calamities either independently or in collaboration with other organizations.

3. Context

Since inception, the college has a niche for itself in the academic, extra-curricular, social service and sports fields. These achievements are surely enough in itself to boast the name and the fame the college.

4. The Practice

Under the social service scheme, the institution organizes many programmes very often. Some of the programmes are highlighted below:

- Various Awareness Programmes are organized to explain the ill-effects of drugs, alcohol and tobacco in slum areas and also among class three and four Employees
- Visits to Orphanages and Old Age Homes. Spending time with them distributing medicines, toys, stationery, sweets and snacks, etc. and other requirements besides financial assistance for specific purposes.
- AIDS awareness camp, Eye Donation Camp, Blood Donation Camp and so on. Our college proves its best every year in donating blood. We feel proud to be the receiver of prestigious Blood donation award from the Govt. of Pondicherry.

- Various NGO's like Rotary, NSS, etc., join hands with us to execute our social work in villages and for the needy persons. The Aurobindo Society is associated with our college to conduct many social activities.
- Awareness programmes are conducted on Oral Cancer, Hepatitis-B, Literacy drive, Polio, Malaria and Dengue fever, Traffic rules, Self defense for girls' student and anti-ragging for college student.
- Disaster Management awareness programme has been conducted.
- Coastal cleaning programme has been arranged on the Pondicherry Beach on the eve of International Coastal Cleanup Day.
- Tree plantation programme has been organized in the Auroville Botanical Garden and also in our campus.
- To create awareness for the first time voters, a programme was organized in association with the Election Department of Pondicherry under the banner "Your voice campaign programme for first time voters".
- NSS special camps are organized at village level every year.
- Eye awareness rally
- First aid awareness training programme.
- Reading awareness rally.
- One day leadership training programme by RYLA.
- Polio awareness programme.
- Consumer awareness programme is also organized.
- Students book club called "Thenikkal Vasagar vattam" is established by Rotaract Club to inculcate the reading habit among students.
- Every First and Third Friday volunteers celebrate their birthday and share their joy with the inmates of orphanages.

5. Evidence of Success

- ❖ Rotaract Club wing of our college has collected voluntarily an amount of Rs.1,00,000 for Pulse Polio Scheme
- ❖ A sum of Rs.27,000 was collected for Pulse Polio Scheme during the academic year 2015-16
- ❖ Our college has been given award consecutively for the last four years by the government of Puducherry for its magnanimous donation of blood by our students to the blood bank of general hospital.

7.4 Contribution to environmental awareness / protection

1. The NSS and Rotaract units of the College are actively involved in Campus Cleaning, Herbal Gardening, Weed removal, Mass Tree Plantation, Vermi Compost.
2. Our Students participated in environment awareness programmes such as
 - ❖ Clean India Campaign
 - ❖ One volunteer – one tree
 - ❖ Seminar on noise pollution
 - ❖ Vetti ver network
 - ❖ Seminar on environment protection of coromandal coast, etc.

7.5 Whether environmental audit was conducted?

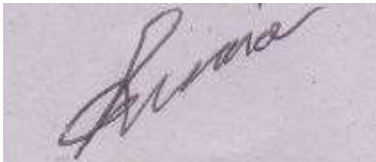
Yes

No

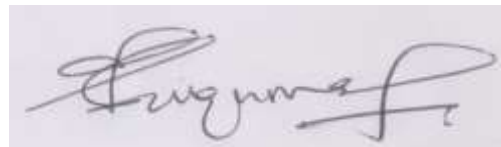
8. Plans of institution for next year

- To develop communication skills of students
- To provide better environment for learning new concepts
- To upgrade language lab
- To impart training for personality development
- To impart training for facing interviews
- To make the institution campus recruitment friendly
- To improve university exam results
- To create exclusive PG Departments
- To create three Administrators
 - a. Administrator (Office Administration)
 - b. Administrator (Academic & Research)
 - c. Administrator (Student Affairs)

Name: S. Kumar



Name: Dr. J. Sukumar



Dr. J. SUKUMAR, M.Sc. Ed., M.Phil., Ph.D.
PRINCIPAL
SARADHA GANGADHARAN COLLEGE
PONDICHERRY - 605 004.

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC



ODD SEMESTER

JULY-2016				
Date	Day	Particulars	Working Days	Day Order
1	Friday		-	-
2	Saturday		-	-
3	Sunday		-	-
4	Monday	College reopens after Summer Vacation	1	I
5	Tuesday		2	II
6	Wednesday		3	III
7	Thursday	Ramalan Holiday	-	-
8	Friday		4	IV
9	Saturday	Holiday	-	-
10	Sunday	Holiday	-	-
11	Monday		5	V
12	Tuesday		6	VI
13	Wednesday		7	I
14	Thursday		8	II
15	Friday		9	III
16	Saturday	Holiday	-	-
17	Sunday	Holiday	-	-
18	Monday	Last Date for payment of fees without fine	10	IV
19	Tuesday		11	V
20	Wednesday		12	VI
21	Thursday		13	I
22	Friday		14	II
23	Saturday	Holiday	-	-
24	Sunday	Holiday	-	-
25	Monday		15	III
26	Tuesday		16	IV
27	Wednesday		17	V

28	Thursday		18	VI
29	Friday		19	I
30	Saturday	Holiday	-	-
31	Sunday	Holiday	-	-

No. of working Days-19

AUGUST-2016				
Date	Day	Particulars	Working Days	Day Order
1	Monday		20	II
2	Tuesday	Commencement of I year classes	21	III
3	Wednesday	Last day for payment of fees with fine	22	IV
4	Thursday		23	V
5	Friday		24	VI
6	Saturday	Holiday	-	-
7	Sunday	Holiday	-	-
8	Monday		25	I
9	Tuesday		26	II
10	Wednesday		27	III
11	Thursday		28	IV
12	Friday		29	V
13	Saturday	Holiday	-	-
14	Sunday	Holiday	-	-
15	Monday	Independence Day-Holiday	-	-
16	Tuesday	De Jure Transfer Day-Holiday	-	-
17	Wednesday		30	VI
18	Thursday		31	I
19	Friday		32	II
20	Saturday	Holiday	-	-
21	Sunday	Holiday	-	-
22	Monday		33	III
23	Tuesday		34	IV

24	Wednesday		35	V
25	Thursday		36	VI
26	Friday		37	I
27	Saturday	Holiday	-	-
28	Sunday	Holiday	-	-
29	Monday		38	II
30	Tuesday		39	III
31	Wednesday		40	IV

No. of working Days-21

SEPTEMBER-2016				
Date	Day	Particulars	Working Days	Day Order
1	Thursday		41	V
2	Friday		42	VI
3	Saturday	Holiday	-	-
4	Sunday	Holiday	-	-
5	Monday	Vinayagar Chadhurthi-Holiday	-	-
6	Tuesday		43	I
7	Wednesday		44	II
8	Thursday		45	III
9	Friday		46	IV
10	Saturday	Holiday	-	-
11	Sunday	Holiday	-	-
12	Monday		47	V
13	Tuesday		48	VI
14	Wednesday		49	I
15	Thursday		50	II
16	Friday		51	III
17	Saturday	Holiday	-	-
18	Sunday	Holiday	-	-
19	Monday		52	IV
20	Tuesday		53	V

21	Wednesday		54	VI
22	Thursday		55	I
23	Friday		56	II
24	Saturday	Holiday	-	-
25	Sunday	Holiday	-	-
26	Monday		57	III
27	Tuesday		58	IV
28	Wednesday		59	V
29	Thursday		60	VI
30	Friday		61	I

No. of working Days- 21

OCTOBER-2016				
Date	Day	Particulars	Working Days	Day Order
1	Saturday	Holiday	-	-
2	Sunday	Gandhi Jayanthi-Holiday	-	-
3	Monday		62	II
4	Tuesday		63	III
5	Wednesday		64	IV
6	Thursday		65	V
7	Friday		66	VI
8	Saturday	Holiday	-	-
9	Sunday	Holiday	-	-
10	Monday	Ayudha Pooja-Holiday	-	-
11	Tuesday		67	I
12	Wednesday		68	II
13	Thursday		69	III
14	Friday		70	IV
15	Saturday	Holiday	-	-
16	Sunday	Holiday	-	-

17	Monday		71	V
18	Tuesday		72	VI
19	Wednesday		73	I
20	Thursday		74	II
21	Friday		75	III
22	Saturday	Holiday	-	-
23	Sunday	Holiday	-	-
24	Monday		76	IV
25	Tuesday		77	V
26	Wednesday		78	VI
27	Thursday		79	I
28	Friday	Deepawali Eve- Holiday	-	-
29	Saturday	Holiday	-	-
30	Sunday	Holiday	-	-
31	monday		80	II

No. of working Days- 19

November-2016				
Date	Day	Particulars	Working Days	Day Order
1	Tuesday		81	III
2	Wednesday		82	IV
3	Thursday		83	V
4	Friday		84	VI
5	Saturday	Holiday	-	-
6	Sunday	Holiday	-	-
7	Monday		85	I
8	Tuesday		86	II
9	Wednesday		87	III
10	Thursday		88	IV
11	Friday		89	V
12	Saturday	Holiday	-	-
13	Sunday	Holiday	-	-
14	Monday		90	VI

15	Tuesday		91	I
16	Wednesday		92	II
17	Thursday		93	III
18	Friday	Last working Day for II,III year & II PG Classes	94	VI
19	Saturday	Holiday	-	-
20	Sunday	Holiday	-	-
21	Monday		95	V
22	Tuesday		96	VI
23	Wednesday		97	I
24	Thursday		98	II
25	Friday	Last working Day for I year UG & I Year PG classes	99	III
26	Saturday	Holiday	-	-
27	Sunday	Holiday	-	-
28	Monday		-	-
29	Tuesday		-	-
30	Wednesday		-	-

No. of working Days- 19

Even Semester

December-2016				
Date	Day	Particulars	Working Days	Day Order
1	Thursday	University Examination Holidays	-	-
2	Friday		-	-
3	Saturday	Holiday	-	-
4	Sunday	Holiday	-	-
5	Monday		-	-
6	Tuesday		-	-
7	Wednesday		-	-
8	Thursday		-	-
9	Friday		-	-
10	Saturday	Holiday	-	-
11	Sunday	Holiday	-	-
12	Monday		-	-

13	Tuesday		-	-
14	Wednesday		-	-
15	Thursday	Classes Commence for the Even Semester	1	I
16	Friday		2	II
17	Saturday	Holiday	-	-
18	Sunday	Holiday	-	-
19	Monday		3	III
20	Tuesday		4	IV
21	Wednesday		5	V
22	Thursday		6	VI
23	Friday		7	I
24	Saturday	Winter Holidays Commence-Holiday	-	-
25	Sunday	Holiday	-	-
26	Monday		-	-
27	Tuesday		-	-
28	Wednesday		-	-
29	Thursday		-	-
30	Friday		-	-
31`	Saturday	Holiday	-	-

No. of working Days- 07

JANUARY-2017				
Date	Day	Particulars	Working Days	Day Order
1	Sunday	Holiday	-	-
2	Monday	Holiday	-	-
3	Tuesday		-	-
4	Wednesday		-	-
5	Thursday		-	-
6	Friday		-	-
7	Saturday	Holiday	-	-
8	Sunday	End of Winter Holidays	-	-
9	Monday	Classes commence after winter holidays	8	II
10	Tuesday		9	III

11	Wednesday		10	IV
12	Thursday	Last date for payment of fees without fine	11	V
13	Friday	Bhogi-Holiday	-	-
14	Saturday	Holiday	-	-
15	Sunday	Holiday	-	-
16	Monday	Uzhavar Thirunal -Holiday	-	-
17	Tuesday		12	VI
18	Wednesday		13	I
19	Thursday		14	II
20	Friday		15	III
21	Saturday	Holiday	-	-
22	Sunday	Holiday	-	-
23	Monday		16	IV
24	Tuesday		17	V
25	Wednesday		18	VI
26	Thursday	Republic Day- Holiday	-	-
27	Friday		19	I
28	Saturday	Holiday	-	-
29	Sunday	Holiday	-	-
30	Monday		20	II
31`	Tuesday		21	III

No. of working Days- 14

February-2017				
Date	Day	Particulars	Working Days	Day Order
1	Wednesday	Last day for payment of fees with fine	22	IV
2	Thursday		23	V
3	Friday		24	VI
4	Saturday	Holiday	-	
5	Sunday	Holiday	-	
6	Monday		25	I
7	Tuesday		26	II

8	Wednesday		27	III
9	Thursday		28	IV
10	Friday		29	V
11	Saturday	Holiday	-	
12	Sunday	Holiday	-	
13	Monday		30	VI
14	Tuesday		31	I
15	Wednesday		32	II
16	Thursday		33	III
17	Friday		34	IV
18	Saturday	Holiday	-	
19	Sunday	Holiday	-	
20	Monday		35	V
21	Tuesday		36	VI
22	Wednesday		37	I
23	Thursday		38	II
24	Friday		39	III
25	Saturday	Holiday	-	
26	Sunday	Holiday	-	
27	Monday		40	IV
28	Tuesday		41	V

No. of working Days-20

March-2017				
Date	Day	Particulars	Working Days	Day Order
1	Wednesday		42	VI
2	Thursday		43	I
3	Friday		44	II
4	Saturday	Holiday	-	-
5	Sunday	Holiday	-	-
6	Monday	Mid-Term Week	45	III
7	Tuesday		46	IV
8	Wednesday		47	V

9	Thursday		48	VI
10	Friday		49	I
11	Saturday	Holiday	-	-
12	Sunday	Holiday	-	-
13	Monday	Mid-Term Week	50	II
14	Tuesday		51	III
15	Wednesday		52	VI
16	Thursday		53	V
17	Friday		54	VI
18	Saturday	Holiday	-	-
19	Sunday	Holiday	-	-
20	Monday		55	I
21	Tuesday		56	II
22	Wednesday		57	III
23	Thursday		58	IV
24	Friday	Graduation Day	59	V
25	Saturday	Annual Day	-	-
26	Sunday	Holiday	-	-
27	Monday		60	VI
28	Tuesday		61	I
29	Wednesday		62	II
30	Thursday		63	III
31	Friday		64	VI

No. of working Days-23

April-2017					
Date	Day	Particulars		Working Days	Day Order
1	Saturday	Holiday		-	-
2	Sunday	Holiday		-	-
3	Monday	Model Exam	Practical Examinations for Physics Department	65	V
4	Tuesday			66	VI
5	Wednesday			67	I
6	Thursday			68	II

7	Friday			69	III
8	Saturday	Holiday		-	-
9	Sunday	Holiday		-	-
10	Monday	Practical Exam for C.S, BCA, IT	Study holidays begins	70	IV
11	Tuesday			71	V
12	Wednesday			72	VI
13	Thursday			73	I
14	Friday	Tamil New year day-Holiday		-	-
15	Saturday	Holiday		-	-
16	Sunday	Holiday		-	-
17	Monday	Practical Exam for C.S, BCA, IT, M.Sc.		74	II
18	Tuesday			75	III
19	Wednesday			76	IV
20	Thursday			77	V
21	Friday			78	VI
22	Saturday	Holiday		-	-
23	Sunday	Holiday		-	-
24	Monday			79	I
25	Tuesday			80	II
26	Wednesday			81	III
27	Thursday			82	IV
28	Friday			83	V
29	Saturday	Holiday		-	-
30	Sunday	Holiday		-	-

No. of working Days-20