



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		SARADHA GANGADHARAN COLLEGE
Name of the head of the Institution		Dr. J. SUKUMAR
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04132280156
Mobile no.		9361678999
Registered Email		sgc_principal@yahoo.co.in
Alternate Email		pazhaniraja@sgcpdy.com
Address		Lake Road, Velrampet, Puducherry
City/Town		Puducherry
State/UT		Puducherry
Pincode		605004
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	private
Name of the IQAC co-ordinator/Director	Mr. S. KUMAR
Phone no/Alternate Phone no.	04132280156
Mobile no.	9443913583
Registered Email	sgc_principal@yahoo.co.in
Alternate Email	pazhaniraja@sgcpdy.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.sgc.edu.in/AQAR2018-19
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://sgc.edu.in/sgc-naac-2018-2019/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	1.75	2016	05-Nov-2016	04-Nov-2021

6. Date of Establishment of IQAC	16-Apr-2014
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Interpersonal and communication skills training by ICT Academy	20-Aug-2018 20	483
No Files Uploaded !!!		

8. Provide the list of Special Status conferred by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Enhancement of quality in Teaching Learning process through the application of ICT 2. Conduct of Remedial Classes 3. Effective feedback mechanism to improve the efficiency of faculty members 4., Environmental awareness to promote ecofriendly campus. 5. Continuous monitoring of students progress in academic related matters.

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Curriculum Enrichment	Collaboration with ICT Academy to impart interpersonal skills
Faculty Development programmes	Enhancement of teaching ability through regular updation of knowledge
Promotion of Research	Faculties are encouraged to publish articles in reputed journals
Provision of ICT tools to aid classroom	Visual presentation helps to comprehend

teaching	the subjects easily				
Social commitment	Increased enthusiasm and participation in social service schemes such as swachh bharat and green environment				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Management Council</td> <td>06-Dec-2018</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Management Council	06-Dec-2018
Name of Statutory Body	Meeting Date				
Management Council	06-Dec-2018				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2019				
Date of Submission	11-Feb-2019				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Different committees are set up to aid the management in making timely decisions. The IQAC takes care of the quality of education imparted to students and makes plans for the overall development of the institution to score high rank at all India level. Antiragging committee helps to avoid any unwanted incidents of ragging inside the campus. It is vigilant and posters are provided at various spots as to sensitize the students about the punishments for students indulging in ragging activities. Discipline committee ensures general discipline. Library committee checks the availability of books to students and addition of books in the latest topics and as per the revised syllabus. Periodic subscription to journals and magazines makes the students to enrich their knowledge. Career guidance and placement cell conducts job fairs in association with local companies. Moreover students are encouraged to participate in various job fairs</p>				

conducted in other institutions as well by the Department of Labour and Employment, Government of Puducherry.. Entrepreneur Development cell intimates the students how to promote a business and options available for procuring loans from banks. Meetings are arranged with successful entrepreneurs to bring out the entrepreneurial spirit of the students. Women cell takes care of the women related issues such as hygiene, mental fatigue etc. Alumni Association and Parent Teacher Association plays vital part in the institution building activities. Web committee sees that updated information is available in the college website about the events and official matters that are posted on the website. Grievance redressal committee takes measures to receive grievances from the students if any and settles it immediately . The SC/ST cell takes care of the issues related to SC/ST students and all welfare schemes offered to them by the government are utilized in time.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

As affiliated to Pondicherry University since the inception of the college from 2001 the institution follows the curriculum designed by the Pondicherry University for all the courses it offers. Revision of syllabus for the courses is done by the Board of studies of respective boards as and when updation is needed. The Choice Based Credit System (CBCS) was introduced in the year 2017 for all UG courses. This offers the students much flexibility for opting to courses of their interest. Enhancement in the infrastructure facilities with introduction of CBCS such as installation of new systems with dual operating systems and trainer kits for digital labs are made. The faculty utilizes multi-media enabled presentations for effective teaching. Parents-Teachers meeting is conducted twice a semester to intimate the parents/guardian regarding student's attendance and academic performance, Student progression is monitored through class tests and results are recorded to identify weak students . Remedial classes are arranged for weak students on regular basis to improve their performance. Top performers are encouraged to enhance their skills by participating in various competitions held at various institutions in and around Pondicherry. Mentors provide personal counselling to the needy students to overcome their problems and pay more attention to the studies. The institution strives to bring out a holistic development of each student by enabling them to actively participate in curricular and co-curricular activities.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of	Duration	Focus on employ	Skill
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Introduction

ability/entrepreneurship

Development

No Data Entered/Not Applicable !!!

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Bridge course (I year)	20/07/2018	400
Soft skill Training (III year)	20/08/2018	483
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The information received from the students helps to improve the academic activities to a great extent. It appraises the administration how well the students understand the subjects taught and how the teacher student relationship can be strengthened. Updation and delivery mechanism of the

knowledge transferred by the faculty to the students is depicted in the feedback form collected from the students. The feedback received from the staff members helps to overcome the student related issues in matters of discipline and to introduce novel methods in the teaching learning process through the application of ICT tools.. The heads of departments assess the staff performance based on their class room teaching, interpersonal relationship in the department in general and institution in particular. The principal assess the staff on their overall performance both in academic and nonacademic matters. Employers play a vital role in assessing the overall growth and achievement of the institution as per the vision and mission and providing valuable suggestions. Alumni offer their views on what the industry expects from the students and in what new skills the students are to be trained to be placed in leading companies. Feedback from parents are collected department wise when Parents Teachers meeting is held, the appropriate suggestions are noted and implemented for the welfare of the students.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	General	60	367	60
BCom	corp.secretary	60	98	60
BBA		60	84	60
BSc	Comp.Science	50	146	49
BSc	Maths	60	114	53
BSc	Physics	40	84	35
BSc	Information.Tech h	50	36	32
BCA		50	85	50
BA	English	40	89	40
MCom		30	18	13
MSc	Maths	40	32	26
MSc	Comp.Science	20	12	11
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	439	50	63	9	4

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
72	50	17	3	3	3

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution has an effective mentoring system with each staff assigned a maximum 20 students depending on the course strength for all three years in UG and two years for PG courses. The mentor conducts regular meetings with the students to know about their performance and to understand their problems both personal and academic. Counselling is provided to overcome their adolescent stage and age related issues. Medical camps are arranged for girl students to address their health issues. Health Clinic is organised frequently to check the health of the students, faculty, administrative and support staff.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
489	72	1 : 20

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
72	72	0	8	17

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

With the introduction of CBCS the internal assessment marks are awarded by the concerned subject teacher based on the performance of the students, as per the Pondicherry University guidelines, in the model tests, submission of assignments and attendance. The tests are conducted after completion of two or more units and model examination is conducted prior to university examinations. At the PG level students are asked to take seminars on specific topics of the subject with the guidance of the subject teacher.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The academic calendar is prepared by the committee of senior staff members headed by the Principal. It gives the description of the emblem, the vision and mission of the institution.. A short profile of the college, courses offered and snapshot of CBCS pattern, Code of conduct, Attendance and discipline rules to be followed by the students are clearly mentioned in the calendar. It gives the profile picture of each department and its faculty members and administrative staff and their roles in the institution. It has in detail the number of working days for each semester, holidays and dates for commencement of class tests and payment of fees. A late coming register and leave register to monitor the regularity of the students is enclosed at the end. Suggestions considered during ParentTeacher meeting are recorded at the end of the calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://sgc.edu.in/the-12th-graduation-day-sgc/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
PG	MCom		28	28	100
PG	MSc	Maths	18	18	100
PG	MSc	Comp.Sci	1	1	100
UG	BCom	General	57	53	92.98
UG	BCom	Corp.Sec	58	50	86.2
UG	BBA		41	14	34
UG	BSc	Comp.Sci	50	41	82
UG	BSc	Maths	58	49	84.48
UG	BSc	Physics	37	13	35.13
UG	BSc	Info.Tech	42	21	50
UG	BA	English	32	23	71.87
UG	BCA		48	26	54.16

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://sgc.edu.in/test-feedback-form-on-faculty/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
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No Data Entered/Not Applicable !!!

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
National Seminar on Applications and Challenges in Computing Technology and Robotics	BCA	01/10/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	BCA	1	0
International	Mathematics	5	5.87
National	commerce	3	0
International	physics	2	4
International	Hindi	1	0
International	Tamil	8	0
National	Tamil	3	0
International	Computer Science	5	5
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
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Tamil	6
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	65	0	0	0
Presented papers	48	0	0	0
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Fisheries Department Cleaning	NSS	1	50
Human rights day And World Rally day	NSS	1	150
Swatch Seva Outreach	NSS	1	50
Voters day pledge	NSS	1	100
Dengue Source reduction rally	NSS	1	50
Road safety Awareness Programme	NSS	1	50
Environment camp at Kodaikanal	NSS	1	15
Swatchh Bharat Summer Internship	NSS	10	450

First Aid awareness programme	YRC	1	50
Nipah Virus Awareness programme	YRC	1	50
Tobacco Awareness programme	YRC	1	50
Blood Donation Camp	YRC	1	75
Drug Awareness Programme	YRC	1	100
Rotary Youth Leadership Awards Camp	Rotaract	1	10
International Yoga Day celebration	Rotaract	1	150
HIV awareness programme	Rotaract	1	100
Polio Awareness Rally	Rotaract	1	100
Ayush Free Medical Camp	RRC	1	1200
Organ Donation Awareness Programme	RRC	1	100
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	NSS	Campus cleaning, pond cleaning	10	450
International Yoga day	Rotaract	Practice of Yoga	4	150
HIV awareness programme	Rotaract	Awareness Programme	2	100
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			

No file uploaded.

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
17500000	15000000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Newly Added
Classrooms with LCD facilities	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
No Data Entered/Not Applicable !!!			

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9121	2169973	236	85378	9357	2255351
Reference Books	450	203410	0	0	450	203410
Journals	7	13600	0	0	7	13600
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	153	3	3	5	2	8	3	42	8
Added	10	0	0	0	0	0	0	0	0
Total	163	3	3	5	2	8	3	42	8

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
3000000	2933592	4500000	4278271

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>The institution has signed AMC (Annual Maintenance Contract) for maintenance of computers and UPS facilities. Electrical Power supply and water supply are regularly monitored defects are identified and rectified immediately by the maintenance people engaged for that purpose. Buildings are routinely white washed and furniture are checked for damage at the start of every academic year and repairs are done. Sports accessories are utilized in a proper manner by regular maintenance and library rooms are cleaned regularly and books are checked for damage if any. Physics and chemistry labs are maintained in a clean manner and safety instructions are displayed on the walls at appropriate places so that the students can handle hazardous chemicals in a safe manner.</p>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Sports scholarship/Merit cum Means	73	1010000
Financial Support from Other Sources			
a) National	0	0	0
b) International	0	0	0
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Bridge course for I year students	20/07/2018	450	Institution Staff
Soft skill Training Programme	20/08/2018	483	ICT Academy
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
10	10	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Integra Software Services	150	17	Infosys, Inginiti Software solutions, Mphasis, CSS corp, Atos Syntel	240	43

No file uploaded.

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	120	Institution	All	Higher Educational Institution such as Pondicherry University, Pondicherry Engineering college, KMCP GS, Puducherry, Educational Colleges	MA, MSc, MCA, MCom, MBA, BEd

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports day celebrations	Institution	250
Womens Day cultural day celebrations	Institution	300
NSE Awareness programme	Institution	100
Itechnova	Institution	125
Synergy	Institution	150
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Gold/Atya Patya	Internatio nal	1	0	1	Prasanna
2018	III Place/Atya Patya	National	1	0	8	Prasanna
2018	I Place/Po wer	National	1	0	14	Ariharan

	Lifting					
2018	State NSS Award	National	0	1	11	D. Karthik raja
2018	State NSS Award	National	0	1	12	Praveenkumar
2018	National Integration camp, Hyderabad	National	0	1	13	T. Pandidurai
2018	Swachh Baharat Summer Internship II prize	National	0	1	15	M. Bhunaneswar
2018	National Adventure Camp	National	0	1	16	S. Pavithra, M. Bhunaneswar, A. Anbarasan
2019	Republic Day Parade	National	0	1	17	F. Helen Christina
2019	Kerala Medical Assistance camp	National	0	1	5	s. Prasanna venkatesh, J. Panneer selvanathan, M. Premkumar
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student auditors are selected from each class representing both boys and girls. The auditors provide a vital source of information as to how the classes are handled by different faculty members in the confidential meetings arranged during each semester. It forms a mechanism of indirect staff appraisal by the management. Moreover the sufficiency of infrastructure facilities available are discussed at length. Availability of basic amenities such as clean rest rooms and incinerators for disposal of napkins are to be ensured to keep good hygienic practices. Students are inducted in various committees in sports day and annual day celebrations and offer valuable suggestions for smooth conduct of all functions. They provide inputs on organizing all the cocurricular and extracurricular activities of the institution like intercollegiate competitions and social service units such as NSS, YRC, RRC Rotaract. They actively participate in the design and implementation of plans for energy conservation and keeping campus clean and green. They have representation in IQAC which plays a vital role in institution building.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

The institution has an informal alumni association for the past 10 years. The formal registration of the association as per the registration of societies is

initiated and officer bearers of the association are selected and appointed. The alumni provide a vital industry-institution link which helps to mould the the students as per the demands of the industry. They are invited to give guest lectures on the latest topics and to interact with the students to brief them about the employment opportunities available in different fields. They provide monetary assistance in the conduct of conferences, seminars, workshops and departmental functions through sponsorship.

5.4.2 – No. of enrolled Alumni:

250

5.4.3 – Alumni contribution during the year (in Rupees) :

50000

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni of various departments contribute and sponsor to conduct technical and cultural events of the concerned departments.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution believes in participative management providing the heads of departments functional autonomy. The decisions are made in a consensus manner with all heads contributing their best to the success and growth of the institution. The management is proactive to impart quality education to the students under the dynamic leadership of the Principal. The governing body is represented by two University Nominees, an Auditor and Management members, senior faculty members who offer valuable suggestions in the annual meeting conducted every year,

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	College library is well equipped with sufficient number of copies of recommended text books of different authors. Reference books and magazines are available for students to enhance their knowledge. Provision of NList resources to faculty members so that they can access a number of e books. Subscription to Journals in computer science, Management are made annually.
Human Resource Management	The institution has a high priority for the staff members. Recruiting and retaining knowledgeable persons are must for a successful institution. Candidates are called for interview by advertisement through leading newspapers. Applications are thoroughly

	scrutinized and suitable candidates are called for interview, The selection panel consists of University nominee , Principal,Subject Expert and management representative. Based on experience and performance candidates are selected and appointed.
Industry Interaction / Collaboration	Industrial visits are arranged for final year students to have a real time experience of the subjects learnt. Prominent industrialists from small and medium industries in the neighbouring areas are invited to deliver lectures on the nuances of conducting business. Seminars on availability of capital and seed assistance for start ups are conducted by the entrepreneurial development cell.
Curriculum Development	The college is affiliated to Pondicherry University and follows the curriculum of the affiliating university. The syllabus is revised by the Board of studies as when it is required. Faculties are members of several boards of different disciplines and offer their valuable suggestions in the syllabus forming. Workload of the faculty members are decided as per UGC regulations.
Teaching and Learning	The staff members use ICT tools for better understanding and visual presentation of subjects taught. Highly qualified and dedicated staff who are trained at frequent intervals to enhance their skills through FDP programmes held in the institution and academic staff college as well. Knowledge is imparted through effective learning strategies such as OHP, interactive classes, seminars etc.. Regular feedback is recieved from students to address their issues in both academic and nonacademic matters..
Examination and Evaluation	Two model tests and model examination, submission of assignments and attendance form the basis of internal assessment marks (25). Semester end university examinations are held for 75 marks. Model practical examinations are conducted for awarding 25 marks for lab practicals.Centralized valuation is carried out at the examination wing of Pondicherrry University. The failed students are allowed to apply for revaluation if there are discrepancies.
Research and Development	Much Emphasis is made for facilitating

	<p>research. Incentive is paid for publishing papers in ugc approved journals, scopus, web of science with high index and impact factor.</p> <p>Incentives are provided to staff upon completion of Ph.D, SET, NET and staff are motivated to pursue research in the light of career progression and better prospects. PG students are encouraged and guided by faculties to present their papers in National and International conferences. Number of Ph.D. scholars have increased over the years.</p>
Admission of Students	<p>The courses available, the subjects of each semester for the course, a brief description of the infrastructure facilities available are clearly mentioned in the prospectus. The fee structure for each semester and achievements of the students are also provided. Admission is purely based on merit as per government norms.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<p>The growth of the institution is intertwined with utilization of web resources, The official communications are received and sent through emails and SMS. Academic strategies, conduct of events such as convocation, college day are conveyed to the students through electronic media</p>
Administration	<p>The campus has a leased line of 100 Mbps connectivity and department laptops are connected through LAN so that inter communication is made easy for smooth administration of day to day affairs.</p>
Finance and Accounts	<p>The finance and accounting details are maintained by the accountant in charge with the help of accounting software installed in the system. The accounts are audited regularly.</p>
Student Admission and Support	<p>Student details pertaining to their demographic and financial status of their parents, caste, religion are stored in a database and retrieved for information as and when needed.</p> <p>Prospectus is posted in the website which provides the ,list of courses available and profile of the infrastructure facilities. Scholarships from the government are received by mailing the list of eligible students</p>

	to the concerned departments..
Examination	Internal Assessment of Theory and Practical subjects are entered online. The college has a separate strong room for conducting Regular Examinations of Pondicherry University with well equipped ICT tools, separate desktop with Internet facility for online procedure

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
10	0	1	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
EPF,ESI,Medical Insurance	EPF, ESI	Health care, Scholarships

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Annual financial audit is conducted by the authorized agency. Monitoring of cash flow and funds allocation to different heads of expenses are checked for deviations from budget.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	
Administrative	Yes		Yes	

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Regular meetings are arranged with the parents of the students to appraise the academic progress of their wards Parents are briefed about the curriculum and infrastructure facilities available and suggestions to improve are discussed Special attention and care are given to the students to face the adolescent stage problems.

6.5.3 – Development programmes for support staff (at least three)

Adequate health care is provided for women staff Office staff are provided training in handling the software associated with the office administration Incentives are paid on special occasions to boost their morale and enthusiasm.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Infrastructure development, Automation of Administration using ICT, Promotion of research by faculty, clean and green campus, increasing perception through social commitment through NSS, YRC,RRC and Rotaract. Trying to improve the academic results and placement of the students in reputed companies.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Bridge course I year	10/07/2018	20/07/2018	27/07/2018	400

2018	Soft skill training programme	10/07/2018	20/08/2018	17/09/2018	483
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Health care and Hygiene	14/02/2019	15/02/2019	250	200
MCQ Competition	02/11/2018	02/11/2018	250	0
Magalir virudhu vizha	15/03/2019	15/03/2019	50	0
PennQueen	02/03/2019	02/03/2019	10	0
International Women day competition	08/03/2019	08/03/2019	250	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The institution has installed solar panels to produce 30 kw power which is utilized on all working days. During holidays the power produced is transferred to the government grid through net meter

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Scribes for examination	Yes	1
Ramp/Rails	Yes	5
Physical facilities	Yes	5
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	2	25/01/2019	1	Dengue source reduction	Health care	102

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
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No Data Entered/Not Applicable !!!

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga day	14/06/2019	15/06/2019	150

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Separate bins for collection of biodegradable and non biodegradable wastes
Planting and monitoring rare species of trees around the campus. Generation of 30kw of electricity through solar panel to promote renewable energy consumption
Information to students are communicated through internet communication to avoid paper usage. Rain water harvesting pits are present all around the campus for collection and storing the rain water and to increase the level of ground water table.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. The institution has ambitious plans to develop the society around the campus. NSS volunteers take up routine cleaning work in the neighbouring lake area along with the government agencies and has got appreciation from the Lieutenant Governor of Puducherry. Cleaning up the lake has resulted in starting boating service in the lake. Planting of trees around the lake has made it a wonderful picnic spot. The student volunteers actively participate in keep clean and green movements and engage themselves in cleaning beach and swachh bharat activities. Rare species of trees are planted in and around the campus and vermi compost plant is in operation to produce manure from the wastes. Bins are provided in each floor for collection of wastes. 2. The budget allocation for infrastructure is increased every year to meet the additional expenses incurred for purchase of new equipments. New computer systems are installed to enable the students to have accessibility for latest software prescribed as per the CBCS syllabus. LCD projectors are provided to all PG classes to handle classes through application of ICT tools. UPS for lab systems and gensets for uninterrupted power supply are maintained in good condition. The office section is centrally airconditioned. Sports activities are given due recognition by arranging for adequate facilities so that our students are victorious in all the events and athletics.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://sgc.edu.in/indian-coast-guard-department-harbour-cleaning/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The strength of the institution is decentralized administrative structure. It enables quick and efficient decision making. The faculties adhere to the rules and regulations of the college maintaining punctuality and high decorum. The college administrative team meets frequently to keep abreast of the things happenings in the college campus. The institution aims to provide high quality education. Ensuring the latest developments and knowledge in all fields is imparted to the students. To encourage and motivate the students to be socially responsible citizens contributing their knowledge for the development of individual in particular and the society at large. The department meetings are regularly conducted and the HODs supervise all the academic programs

Provide the weblink of the institution

<http://sgc.edu.in/vision-mission/>

8.Future Plans of Actions for Next Academic Year

To improve academic results and to ensure to receive gold medals for all courses. To enhance the number of students placed by conducting aptitude classes regularly To introduce more number of ADD ON and Inter Disciplinary Certificate courses on the basis of demand in the Job Market. To start the preparatory work for next cycle of accreditation by NAAC. To aim for better position in NIRF Ranking To become an ISO certified Institution to provide excellent education. To promote research and encourage staff to pursue research for nations progress. To conduct national conferences at frequent intervals and to conduct International Conference once in a year. To promote social development the extension activities to be given special impetus.