



Yearly Status Report - 2019-2020

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	Self financed
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)	https://sgc.edu.in/assets/docs/aqar18-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://sgc.edu.in/assets/docs/dairy19-20.pdf

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
ISO Certification Training	30-Jan-2020 10	100
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8. Provide the list of funds 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
NIL	NIL	NIL	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :

3

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. Improving the entrepreneurial skills of students to align with "Make in India" Theme of Government of India 2. Bridge Courses conducted for students to improve interpersonal skills for better placements 3. Inter collegiate competitions held to bring out the innate talents of students 4. FDP programmes arranged to refresh the teaching skills of faculties 5. To adopt a QMS (Quality Management System) for the institution by obtaining the ISO 9001:2015 certification

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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
House keeping plans have been worked out	followed monthly
Exhaustive Budget plan done to identify resources	Approved budget actions implemented
Admission Plan, Teaching Plan, Examination Plan, Exit Plan and Annual	Activities Completed reported against the plan

Plans for clubs and cells prepared	
Calendar of Activities Prepared	Milestones identified and implemented
Gap Analysis done	Actions implemented
Social Commitment	Social responsibility of students is enhanced through active participations in the activities of Clean campus and Green campus. Clubs such as RRC, YRC, Rotaract, NSS to improve the social attitude of the students
Provision of ICT tools to aid classroom teaching	LCD projectors are fitted in all PG class rooms and computer labs to present visually the subject matters so as enable the students understand the concepts better
Promotion of Research	Additional increments are provided to staff members on submission of PhD thesis. Amount incurred by staff for publishing papers in reputed journals and conferences are fully reimbursed by the management
Faculty Development programmes	Faculties advice to participate in orientation / refresher Courses conducted by HRDC of different universities
Curriculum Enrichment	Faculties attended BOS meetings of different disciplines and suggested to include topics of latest developments in the respective fields
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Governing Body	20-Jan-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	26-May-2020
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)

IQAC recommends a framework to be adopted for quality education in accordance with the vision and mission of the institution. The information is channeled through different committees constituted for efficient administration. Discipline committee maintains the decorum and dignity of the institution by ensuring an ambient environment of learning by preventing acts of misbehaviour if any. Grievance Redressal committee takes care of the complaints from students and responds immediately to set right the issues. Women's cell pays special attention to the well being of the girl students and addresses health related issues through proper medical advice and counselling. Anti ragging committee avoids the instances of ragging inside the campus so that the freshers have a feel free atmosphere in the campus. Library committee enables the students to enrich their knowledge with availability of adequate number of text books and reference books. Subscription to journals (Halfyearly), periodicals (Monthly) are made so that information about the latest developments reaches the students. A good number of placements and coaching classes for competitive exams are arranged through career guidance and placement cell. On campus and off campus interviews are arranged for students. Entrepreneur Development cell arranges for direct interaction of students with industrialists and bank managers to learn about the hardships in starting and promoting a business and how to overcome them to be a successful entrepreneur. Parent - Teacher association plays a vital role in addressing the adolescent stage problems of the students. Valuable suggestions received from the associations are put in practice to improve the character and conduct of the students. Alumni association partners the conduct of competitions and conferences in the institution. Description of job opportunities available and on job experience of the alumni is a good guide for moulding the students suited to job market. SC/ST cell ensures that monetary benefits as applicable to the students from

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

The curriculum adopted is as designed by Pondicherry University. Members of Board of Studies from our institution offer their valuable suggestions in designing the curriculum and finalized by a team of academic experts from different Colleges and universities. Each discipline of study has its own curriculum enriched by an array of add on courses. Curriculum rests on four pillars of learning - to know, to do, to live together and to be. The very essence of education is to develop a holistic individual. The institution takes into consideration all aspects of Quality Education that empowers the students to achieve their potential so as to enable them to contribute to build a happier, productive, progressive, innovative and prosperous Nation. In accordance with the vision and mission of the institution the curriculum delivery is planned to bring out the innate potentials within individuals and inculcating in them ethical., social, cultural, economic, environmental and moral values. The curriculum delivery is meticulously executed through the Quality Management System which focusses on four core processes. 1. Admission, 2. Teaching-Learning 3. Examination and 4. Exit with other support processes which aid in administration. Admission of students is done following the guidelines prescribed for each discipline by the Pondicherry University. The admission of students are purely based on merit and students with outstanding performance in sports and cultural activities are given preference. Considering the fact the best teaching - learning process is vital to the success of curriculum delivery utmost importance is given to this process. It starts with the Teaching plan , preparation of course guides and lab manuals for concerned subjects by the teachers handling those subjects. Teachers plan their course in accordance with the time table scheduled and as per the academic calendar given to them well in advance. Structured teaching plan helps the faculty to prepare the study materials and makes them ready for effective teaching. The teachers are given training on pedagogy to apply ICT Tools as and when required for visual presentation of subjects to make them understand the topics of study thoroughly. CBCS curriculum provides options for students to choose their electives and specialize in the latest trends in their relevant field of study. Curriculum is diversified with a variety of add-on courses and bridge courses , periodical guest lectures, seminars, conferences, workshops, training programmes, industrial visits and entrepreneurial development programmes. The institution has several clubs to develop the students as socially responsible citizens. This is reflected through active participation of students in different outreach programmes organized by NSS and Rotaract. Evaluation of students performance is monitored through continuous formative assessment which is carried out through two internal assessment tests and model exam before the term end examinations. Internal assessments are also based on assignments and seminars Special attention is given by the teachers to the students with poor performance and remedial classes are conducted. Continuous monitoring the academic performance results in better outcomes in the university examinations. It also forms the basis for performance appraisal of Teachers

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene	Skill Development
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				urship	
NIL	NIL	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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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
Nil	NIL	Nil

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

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
NIL	Nil	Nil
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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
BCA	Computer Applications	40
BBA	Business Administration	59
BCom	Corporate Secretaryship	60
BSc	Computer Science	30
BSc	Information Technology	40
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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
Feedback on Teaching – Learning Experience is based on 20 factors which includes

the coverage of syllabus, the pedagogy used by the teacher, his/her interest in teaching, ability to understand the students and use effective methods to reach the students. Efforts of the teacher in using the ICT tools and adopt novel methods. The average score was above 4.00 in the 5 point rating scale which indicates a better teaching -learning experience by the students. Feedback on College Experience is based on 21 factors such as cooperation of the admin staff, utilization of resources, infrastructure, amenities, clean campus green environment, functioning of placement cell, exposure to industrial environment through field visits and the overall teaching and mentoring process of the institution. Average score exceeds 4.0 in 5 point rating scale which is an indicator that the institution fulfills the aspirations of young minds to a great extent. Feedback on Individual Teacher is based on 18 factors which bring out the qualities expected of an inspiring teacher. His/her knowledge of the subject, effective communication and motivational skills. Identification of weak students, adopting remedial methods and counselling. Creates a conducive environment for learning by maintaining discipline in the classroom. Has a vision of the available opportunities in the field of study and encourage the students to pursue them. Teachers have good score of above 4.0 in the 5 point rating scale which shows that teachers put in their best efforts to groom their students come out with flying colours. Participants feedback on External Faculty was based on 11 factors which includes the instructor's knowledge of the subject matter. His ability to effectively communicate and present the subject with precise details. His control over the audience, delivery with live examples and organization of the facts. Providing hands on experience to the learners. All the external faculties engaged by different departments of the institution had secured a good score of above 4.0 in a 5 point rating scale. It shows that the students had benefitted from the efforts of the department staff in inviting the eminent faculties from other institutions and providing additional knowledge to 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
MCom	Commerce	30	33	30
BA	English	40	95	40
BCA	Computer Application	50	91	50
BSc	Information.Tech	50	52	48
BSc	Physics	40	71	36
BSc	Maths	60	51	24
BSc	Com.Science	50	172	50
BBA	Business Administration	60	107	60
BCom	Corp.Secretaryship	60	92	60
BCom	General	100	487	100

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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
2019	1349	125	73	9	Nil

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
82	75	20	3	3	7
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

A mentor: mentee ratio of 1:18 is maintained to address the adolescent stage problems of young students. Character building is the result of good educational system. The institution pays special attention to instill the values needed for moral behaviour of students. Counseling is done by the mentor to understand the socio-economic problems of the students. Health care tips are provided to the girl students to maintain hygiene and healthy practices. Abnormal and random behaviour of students are regularly monitored by the mentor and assessment made about the severity of the situation. Parents are informed to have a watch on the students and their relationship with friends and to avoid family disputes in presence of children. Students get psychologically affected in number of cases due to single parenting. Such students are given additional care and advice by the mentor to face up the challenges boldly. Fear of examinations, difficulty in understanding, shyness in communication are removed by giving guidance and arranging for motivational lectures. Remedial classes for weak students are arranged at the end of regular classes. Students are encouraged to participate in competitions held by departments within the campus and by other colleges. Mentor ensures that the students in any case are not discriminated based on income or caste.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1474	82	1:18

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
82	82	Nil	Nil	31

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
Nil	NIL	Nil	Nil
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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
MSc	I M.Sc (ODD)	I/I	16/12/2019	13/02/2020
MSc	II M.Sc (ODD)	III/II	27/11/2019	13/02/2020
MSc	I M.Sc (EVEN)	II/I	19/10/2020	30/12/2020
MSc	II M.Sc (EVEN)	IV/II	30/09/2020	31/12/2020
MSc	Computer Science (ODD)	I/I	14/12/2019	19/02/2020
MSc	Computer Science (ODD)	III/II	06/12/2019	19/02/2020
MSc	Computer Science (EVEN)	II/I	20/10/2020	30/12/2020
MSc	Computer Science (EVEN)	IV/II	16/09/2020	22/12/2020
MCom	Commerce (ODD)	I/I	18/12/2019	19/02/2020
MCom	Commerce (EVEN)	II/I	12/10/2020	30/11/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The evaluation system plays an important role in accessing the knowledge acquired by the students through the teaching-learning process. Present system of evaluation is more concerned on the volume of information rather than the depth of information gained by the students. The performance of students in the internal assessment tests and their overall score in the term end examinations are considered as indicators of their achievements but their poor performance in entrance exams and other competitive exams are a great cause of concern. Keeping this in mind our institution has deployed novel techniques to assess the performance of the students on a continuous basis through interactive teaching techniques and applying ICT tools. Continuous monitoring reveals their ability to understand the subject and cope up with the pedagogy adopted by the teacher in imparting the knowledge. Grievances of the students are addressed immediately to resolve any issues in the teaching-learning process. Parents are appraised about their wards performance in the IA-I, IA-2 and model exams through PTA meetings at the end of each semester. Remedial classes are handled to improve the performance of students who secure low marks. Since good score in internal assessments shall boost the overall grade obtained by the students in University Examinations teachers pay more attention to continually monitor the academic progress of students and record their performances. Feedback received from the students on individual teacher, teaching -learning experience and overall college experience play a vital role in finalizing the evaluation techniques and adopt methods to improve the credibility and the outcome of the assessment system.

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

The institution is affiliated to Pondicherry University and follows the

semester pattern for all courses. The term end examinations at the end of each semester are conducted as per the schedule provided by the university for both practical and theory examinations. The institution takes utmost care in informing the students about the payment of examination fee in time through circulars to be read in all the classes and display in the notice boards of concerned departments. The staff members collect the exam fees from the students for both regular and arrear papers (if any) and remit it to the office for registering the students for the ensuing examinations. The academic calendar is prepared well in advance from the past experience and conforming to the Pondicherry University Guidelines keeping in view the tentative dates of the start of examinations. Academic diary given to the students at the commencement of the academic year has the dates for the conduct of internal assessments and model exams. If there is any change of schedule in the conduct of Tests it is intimated to the students with the approval of the Principal. The minimum percentage of attendance required for appearing in the examination and the amount of condonation to be paid for lack of attendance are informed to the students. Discrepancy in the results declared and associated problems are sorted out with the help of Nodal Officer for examinations. Students are eligible to apply for revaluation as per university norms through the college office. The staff members conduct remedial classes and retests for the students to improve their performance. The internal assessment marks for all subjects of the semester are uploaded in the university portal and displayed in the department notice board with the approval of the principal. Examinations process and steps are detailed in document check list maid ready and adherence to each step is reported by the designated chief superintendent

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)

https://sgc.edu.in/sgc/dept_cs

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	Commerce	25	25	100
PG	MSc	Comp.Science	11	11	100
PG	MSc	Maths	25	25	100
UG	BCom	Commerce	59	59	100
UG	BCom	Corp.Sec	60	59	98.33
UG	BBA	Business Administration	54	53	98.14
UG	BSc	Comp.Sci	45	44	97.77
UG	BSc	Maths	58	58	100
UG	BSc	Physics	32	31	96.87
UG	BSc	Info.Tech	47	47	100

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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)

https://sgc.edu.in/assets/docs/Student_Satisfaction_Survey.pdf

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
Nil	0	NIL	0	0
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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
Entrepreneurship	B.Com C.S	18/09/2019
Financial Wellness	B.Com C.S	24/10/2019
Global Environmental Issues	B.Com C.S	11/02/2020
Corporate Acumen	B.Com C.S	26/02/2020
IOT Based on Robotic Car	BCA	19/02/2020
Mozhiye Vizhi	Tamil	22/10/2019

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
NIL	NIL	NIL	Nil	NIL
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
NIL	NIL	NIL	NIL	NIL	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NIL	Nil

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)
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International	Computer Science	1	4.1
International	Mathematics	3	4.5
International	Computer Science (UG)	1	4
International	Mathematics (PG)	2	6.1
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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
BCA	1
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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
A Novel Hyper heuristic combinatorial software interaction testing model	Dr. M. Sangeetha	IJAEMA	2020	Nil	Saradha Gangadhara n College	Nil
Solving Interval Assignment problem using Dynamic Programming Method	Dr. A. Anna Sheela	International Journal of Emerging Technologies and Innovative Research (IETIR)	2019	Nil	Saradha Gangadhara n College	Nil
A Different Technique for Solving Sequencing Problem	Dr. M. Geetha	International Journal of Analytical and Experimental Model Analysis	2019	Nil	Saradha Gangadhara n College	Nil
An Intensive Study and testing outcome of Anticipated Spatio-temporal	Dr. S. Sathya	IJAEMA	2020	Nil	Saradha Gangadhara n College	Nil

Cluster with Anomaly Detection System						
Data Analytics to improve education - A Survey	Dr. M. Sangeetha	IJAEMA	2020	Nil	Saradha Gangadhara n College	Nil
Link Between data Analytics, Big data and Machine Learning	Dr. M. Sangeetha	IJAEMA	2020	Nil	Saradha Gangadhara n College	Nil
Design of a formal bio-model for solving COPs	Dr. M. Sangeetha	IJAEMA	2019	Nil	Saradha Gangadhara n College	Nil
An Efficient Health Care framework for kidney disease using hybrid harmony search algorithm	Dr. Prasad Koti	Electron .Gov.intj	2020	Nil	Pondicherry University	Nil
Framework of meta - task scheduling algorithms in cloud environment al	Dr.S. Kavitha	International Journal of Analytical and Experimental Model Analysis	2019	Nil	Saradha Gangadhara n College	Nil
MAGcipher an enhanced cryptography encryption for securing data in hybrid	J. Madhu Priya	International Journal of Advanced Science and Technology	2020	Nil	Saradha Gangadhara n College	Nil

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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
NIL	NIL	NIL	Nil	Nil	Nil	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	54	86	58	30
Presented papers	9	3	Nil	Nil
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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
NSS Goldan Jubilee Day	NSS Saradha Gangadharan College Puducherry	2	25
Swachh Pakwada	Ministry of Human Resource Management Development	3	40
International Coastal Cleanup Day	Government of Puducherry	2	30
NSS Orientation Programme	NSS Saradha Gangadharan College Puducherry	3	100
Eye Donation Awareness Rally	Jothi Eye Care Puducherry	2	35
Chakra Meditation Programme	Ganaguru Sri Anandha prapanja Peedam Puducherry	2	70
District Ryla Programme (Aalumai)	Rotaract Club Puducherry	3	10
ayudh Volunteers Orientation Programme	Amiritha Vishwa Vidhapedam	2	100
Nila Vembu Herbal Extract Distribution	Rotaract Club Puducherry	3	400
Eye Donation	Rotaract Club	2	65

Awareness Rally	Puducherry		
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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
Red Ribbon Club	Best RRC Organizer	NACCO	50
Blood Donation	Appreciation	Health Department Govt. of Puducherry	70
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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
First AID	Indian Red Cross Society, Puducherry.	First Aid Training Programme	3	110
Swachh Bharat	Nehru Yuva Kendra Puducherry	Ekbharat Shreshtha bharat	2	50
Swachh Bharat	Ministry of Human Resource Management Development	Swachh Pakwada	3	40
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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
NIL	0	NIL	0
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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
Students Internship	Internship	Genesis	19/08/2019	31/08/2019	4
Students Internship	Internship	JP Infotech	19/08/2019	31/08/2019	5
Students Internship	Internship	Lenovo, Puducherry	17/08/2019	30/08/2019	36

Students Internship	Internship	Lenovo, Puducherry	16/09/2019	30/09/2019	40
Students Internship	Internship	Lenovo, Puducherry	12/08/2019	24/08/2019	49
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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
ICT Academy	14/12/2020	To provide bridge courses to students and to conduct FDPs to faculties	225
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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
700000	637529

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with LCD facilities	Newly Added
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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
SGCERP Software	Fully	Null	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9357	2255351	375	150649	9732	2406000
Reference Books	450	203410	Null	Null	450	203410
Journals	7	13600	Null	Null	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
NIL	NIL	NIL	Nil
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	163	3	3	5	2	8	3	42	8
Added	0	0	0	1	1	0	0	0	15
Total	163	3	3	6	3	8	3	42	23

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
NIL	NIL

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
4000000	3548978	5500000	5451411

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)

An ambient learning environment with adequate facilities is must to provide quality education. The institution has made huge investments in infrastructure in creating the state of the art facilities such as physical and chemical laboratories, licensed software for computer labs with good number of desktops and laptops, PG classrooms with LCD projectors , Equipments for physical fitness, availability of prescribed text and reference books and subscription to journals and periodicals. Power backup with UPS for computer labs and Genset for overall power supply. Canteen and Transport facilities. Office room is centrally air conditioned which provides vital support for all student related transactions such as payment of tuition fees and examination fees and all correspondence to the university and government offices are enabled through the office staff. The server in which SGCERP software is installed and the server which handles the educational software are located in the office room with necessary switches and routers for network connections. The attendance

particulars, service details of staff members are maintained by office staff. The equipments in Physical laboratories are calibrated as per time schedule and maintained in good operating condition. The chemicals procured for chemistry lab are received with test certificates and date of expiry. Fire extinguishers are provided in prominent places and fire hydrant system is operated in case of any emergency. Classrooms are properly ventilated and colour washed if needed. Conferences, Seminars, Workshops and departmental events and other events are held at Conference Hall which is provided with quality audio-visual system. Adequate facilities exist for physical fitness in Physical Director's room with the installation of Tread Mill and other equipments to keep students fit. Playground is well maintained for the students to practice different outdoor games. Library provides rich resource of academic knowledge through adequate number of text books and reference books. Subscriptions to national and international journal makes way for the enhancement of knowledge of the faculties. Students register is maintained at Library to monitor their reading habit. Library Information System is enabled by SGCERP software to check the availability of books and the issue and return status. IT infrastructure comprises of three different networks and the campus is Wi-Fi enabled. The computer labs have 163 desktop systems and necessary software installed to teach the students different programming languages as per their syllabus. The institution has signed AMC for maintenance of computers and UPS facilities. The departments are provided with laptops with LAN network for effective communication and efficient administration. Printers and Photocopiers, LCD projectors are used as tools in effectively disseminating information to the students. Canteen facilities exist in the campus to provide quality food to the students and staff. Transport facility is provided to the girl students. Rain water harvesting is carried out through soak pits and solar panels are installed and connected to government grid to supply the generated power during the holidays. Medical checkup of students is done by experienced doctors in the Health Clinic at regular intervals. Rest rooms are kept hygienic.

<https://sgc.edu.in/sgc/infra>

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	111	1791000
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
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 Courses,	16/10/2020	400	psychologist and Placement officer
Soft skill Development	25/01/2020	100	Career Guidance Cell

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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
2020	Competitive Exam Coaching	200	150	95	136

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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	5

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
Mphasis, INTEGRA SOFTWARE SERVICES, SITAL	428	128	INFOSYS	56	8

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	18	BA	English	Pondicherry University, SGC, St. Joseph's, Pope John Paul	M.A, B.Ed
2020	12	B.Sc Phy	Physics	Pondicherry University, SMVEC, Rajiv Gandhi College of Engineering,	M.Sc, B.Ed

				SGC, St. Joseph's, PTU	
2020	37	B.Sc M	Maths	Pondicherry University, SMVEC, Rajiv Gandhi College of Engineering, SGC, St. Joseph's, PTU	M.Sc, B.Ed
2020	14	B.Sc CS	Computer Science	Pondicherry University, SMVEC, Rajiv Gandhi College of Engineering, SGC, St. Joseph's, PTU, Pope John Paul College	M.C.A, M.Sc Computer Science, M.B.A,
2020	5	BCA	Computer Applications	Pondicherry University, SMVEC, Rajiv Gandhi College of Engineering, SGC, St. Joseph's, PTU, Pope John Paul College	M.C.A, M.Sc Computer Science, M.B.A,
2020	33	BBA	Business A dministratio n	Pondicherry University, SMVEC, Rajiv Gandhi College of Engineering, SGC, St. Joseph's	M.B.A, M.Com
2020	26	B.Com CS	Corporate secretaryshi p	Pondicherry University, SMVEC, Rajiv Gandhi College of Engineering, SGC, St. Joseph's	M.B.A, M.Com

2020	40	B.Com	commerce	Pondicherry University, SMVEC, Rajiv Gandhi College of Engineering, SGC, St. Josephs	M.B.A, M.Com
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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
Nil	Nil
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Biz - Fortitude	Inter college Conducted by SGC	250
Training Programme on Emotional Intelligence	College	150
Workshop on IOT based robotics Car	college	120
Corporate Acumen	college	160
ITechnova	college	100
Semaphore 2K19	Intra and Inter college Conducted by SGC	320
Cricket	Inter College conducted by SGC	200
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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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	TENNI-KOIT	National	1	Nil	18PCS102	ABARNABANU
2019	ATYA-PATYA	National	1	Nil	18CO1833	PRASANNA
2019	CRICKET	National	3	Nil	19BB0137, 19BB0130, 19EN0634,	NITESH KUMAR (BCCI) , MOHAN DOSS (BCCI) , SANJAY (BCCI)

2019	FENCING	National	9	Nil	17MT0733 ,17MT0744, 17MT0704,1 7MT0740,17 MT0727,17M T0736,19EN 0606,17BB0 123,17BB01 40	PAVITHIR A.S, SANTHI YA.M, BHUVA NESHWAR, RA VINESH.E, N ANDHAKUMAR .K, PREMCHA NDAR.V, BA LAJI.S, HAR IHARAN.K, P RAVEENRAJ. L
2019	HOCKEY	National	2	Nil	19PMT019 ,18PMT020	PRIYADAR SHINI, NARMADHA R
2019	BASKETBALL	National	1	Nil	18EN0502	ASHWIN KUMAR
2019	KICK BOXING	National	1	Nil	17IT0001	ABILASH

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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)

Though formal student council does not exist a student representative from each gender is nominated to the Programme committee along with faculty advisors for each class. The student representatives express their views in the meetings held by the Principal and offer their suggestions related to academic and administration functions. Grievances are redressed as quickly as possible by corresponding officers. Problems related to academic issues such as difficulty in understanding and faculty related problems are addressed by the Principal and rectified immediately. Students consult their adolescent stage problems with the Psychologist who has regular discussion with them and offers them mental and health tips to overcome stress.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The institution has a registered Alumni Association with an operational bank account. Though there are no scheduled meetings, Alumni visit the campus frequently and take part in departmental functions and share the expenses by sponsoring the prizes for various competitions. They encourage the students to pursue their studies with interest and motivate them about the ample employment opportunities available for freshers. They share their experience in the work place with students and guide them how to prepare for the campus interviews. The institution has plans to strengthen the alumni association to make their contribution beneficial to the regular students, the college and the society as a whole.

5.4.2 – No. of enrolled Alumni:

260

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

55000

5.4.4 – Meetings/activities organized by Alumni Association :

7

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 management encourages the decentralization and participative management culture by constituting several committees which give an opinion in the matters relating to their domain before a final decision is made. The Governing Body is constituted with nearly 6 senior staff members who exchange their views on academic progress and the overall growth of the institution in all aspects during the annual meeting along with the management and university nominees. IQAC has representation from all spheres such as staff, eminent academicians, industrialists and student members. Its contribution is very vital to provide quality education that empowers the student to develop as a holistic individual. The latest recommendation of the IQAC being the ISO certification for institution. The management considering the suggestion in good spirit immediately appointed an ISO Advisor for guiding and training the staff in the certification work. The ISO 9001:2015 certificate was received in the month of December 2020 from Bureau Veritas Inc. after audit of the Quality Management System implemented at Saradha Gangadharan College. An advisory committee of students is formed with representation of both gender from each class to express their views in the meetings organized by the Principal. Brain storming sessions are held to improve the day to day functioning of the institution as well as for the overall academic development. Innovative ideas are recommended for implementation by the administration.

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
Admission of Students	The admission of students are made as per the recommendations of the admission committee. The admission committee scrutinizes the applications by checking the eligibility conditions for the course and the marks scored by the student in the subjects. After thorough verification of the facts the committee recommends the student for admission clearly explaining him/her the prevailing rules and regulations of the institution.
Industry Interaction / Collaboration	The institution has MOU with ICT Academy, Puducherry that enables registering for online courses conducted by the academy both for students and faculties. During Covid-19 pandemic the faculties regularly attended the FDP programmes and received a good number of e-

certificates. Field visits are arranged for students to the nearby industries to have a hands on experience of real time situations. EDP Cell invites bank managers and entrepreneurs to the campus to interact with the students.

Research and Development

The institution encourages the faculties to publish papers in reputed international journals with high index and good impact factor. The management bears the entire expenses by reimbursing the amount spent by the faculties. Faculties are motivated to pursue research for career advancement and additional increments are given to faculties on submission of thesis. The number of staff members registering for Ph.D. has raised considerably. FDP programmes are arranged for faculties to refresh their knowledge and keep them updated in their relevant fields.

Examination and Evaluation

The term end examinations are conducted by the Pondicherry University with proper schedule. A nodal officer is appointed specifically to deal with all matters related to examinations. University Examinations are conducted in the campus by each department in rotation. The department concerned arranges for smooth conduct of examinations by planning the number of rooms and allocating the invigilators. Evaluation for internal marks are done through conduct of two internal assessment tests and model exams. Centralized evaluation is carried out to valuate the answer scripts of term end examination at the university campus.

Curriculum Development

The institution is affiliated to Pondicherry University and adopts the curriculum designed by it for each course. However sincere efforts are taken to enrich it with add-on programs and bridge courses. External faculties are invited to the campus to give lectures on latest topics and trends. Students organize workshops and seminars to enhance their knowledge . Out reach programmes are arranged by different clubs in which the students participate actively and demonstrate their social commitment.

Teaching and Learning

Every teacher ensures quality teaching which begins with the preparation of the teaching plan,

course guide at the start of the semester after subject allocation by the department head. The plan is reviewed and the syllabus content is checked by the HOD. Teaching process is well executed with the aid of ICT tools and good pedagogical practices so as to impart the knowledge to students with ease. Learning habits vary among the students so the classes are made more interactive by asking questions and answering them. Seminars are arranged on latest topics so as to appraise the knowledge of students in learning new things.

Library, ICT and Physical Infrastructure / Instrumentation

Library provides the rich resource of knowledge to the students and staff through the stock of many reference books . It enhances the readers grasp of the subject in more detail and specific manner. The PG classrooms and computer labs are provided with LCD projectors . UG staff also make use of spare projectors when needed. Licensed software is installed in all systems in the labs and office use. The equipments in the physical laboratories are maintained well and calibrated periodically. The chemicals are purchased from external source after thorough vendor evaluation .

Human Resource Management

Advertisement in leading newspapers are given for the vacant and newly created academic and administrative posts. Shortlisted candidates are called to appear before the interview panel. Recruitments are made in accordance with the UGC guidelines for academic posts with a university nominee present during the time of interview. The interview team submits an interview rating report of every candidate for a particular post to the management and the selection of candidates is done based on merit and performance in the interview. FDP programmes are arranged by the management to develop the interpersonal skills of the staff members.

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

E-governance area	Details
Planning and Development	The annual plan and monitoring report is received from each department which gives in detail the schedule of activities to be conducted by the department during the academic year.

Guest lectures, conferences, Departmental events, intercollegiate competitions are planned and budget estimates for the same are made and submitted to the management for calculating the overall annual budget of the institution. Proposals sent to update the old systems in computer labs and provision of LCD projectors in all the UG departments to scale up the usage of ICT tools in the teaching-learning process.

Administration

The institution tackled successfully the problems due to covid-19 pandemic. The classes were held online through Google Meet with the help of the G Suite account of the institution. All communications were made through digital platforms. Weekly report of the online classes submitted to the management. ISO certification work was carried out completely online during the pandemic.

Finance and Accounts

SGCERP software installed in the server -1 and maintained by Sri Seshaa Consulting Firm, Chennai takes care of the commercial activities of the institution. All transactions, payment of salaries and wages, payment to suppliers and maintenance support systems, details of tuition fees, exam fees collected from students are all managed through this software.

Student Admission and Support

Applications are received from students both online/offline from the academic year 20-21. Prospectus can be downloaded from the college website. The entire particulars of the student are computerised once he/she gets admitted in the college. Scholarship applications for eligible students are processed online and submitted to the Government Department. Merit cum means and sports scholarships are awarded by the management.

Examination

Though the examination particulars are collected manually, they are entered in the university portal for each student and the fees paid by the students for both regular and arrear papers are verified and the total amount is transferred to Pondicherry University account. The internal assessment marks for each subject are entered in the examination portal of University website and freezed after

verification by the department faculty. The term end examinations for the final semester of the academic year 2019-20 were conducted both online and offline at the discretion of the student due to covid -19 pandemic as per the guidelines.

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
Nil	NIL	NIL	NIL	Nil
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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)
2019	Faculty Development Programme	Question Paper Setting	31/10/2019	01/11/2019	75	Nil
2020	ISO Training Programme	ISO Training Programme	27/01/2020	31/01/2020	75	26
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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
Faculty Development Programme	75	31/10/2019	01/11/2019	2
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
82	82	26	22

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
EPF, ESI, Group Medical Insurance, Medical Leave	EPF, ESI, Group Medical Insurance	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)

Internal audit of day to day transactions is carried out continuously to monitor the financial status of receipts and payments by the administration. Each transaction has the approval by the management so that funds are utilized properly. Funds received by the departments and clubs for conducting academic activities after sanction by the management are settled through proper receipts. Annual stock verification of library books are carried out by the staff members appointed for the purpose by the Principal. With the ISO 9001:2015 certification the audit of Quality Management System is done by a team of Internal Auditors half yearly. External audit is done as per statutory regulations laid by the government by an external auditor appointed by the management. It is done annually to verify and certify that all the financial transactions that took place in the institution are in accordance with the norms and are fully supported by valid documents. The balance sheet is prepared which reflects the financial soundness of the organization.

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
NIL	0	NIL
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6.4.3 – Total corpus fund generated

0

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	Bureau Veritas Inc	Yes	Internal Audit Team of SGC
Administrative	Yes	Bureau Veritas Inc	Yes	Internal Audit Team of SGC

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

The institution has a registered Parent-Teacher association which offers valuable suggestions for improving the students performance and several other social initiatives taken up by the college. The Academic progress of the students in each semester is appraised to the parents through the meetings held after the publication of semester results by the Pondicherry University. Adolescent stage problems are addressed and suitable solutions are arrived at consultation with parents. Monitoring of student activities are done by the staff and abnormal behaviour if any are noticed and parents are informed to set them right by way of counseling at early stage itself.

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

Health clinic is functioning in the college which provides medical care to all employees by routine checkup. They are covered under group insurance scheme to avail monetary benefits in case of severe medical emergency. ESI, EPF and other statutory benefits are provided to them.

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

As per recommendations of Peer Team the ISO certification for the institution was received from Bureau Veritas Inc. by implementing Quality Management System as per the ISO 9001:2015 standard. Extensive documents prepared for the functioning of QMS under four major process. 1. Admission 2. Teaching - Learning 3. Examination and 4. Exit and several other support processes. Pedagogy is well improved by utilisation of latest ICT tools and subscription to GSuite account for handling classes through Google Meet. Clean and Green campus campaign is operational. NSS activities in cleaning the nearby lake has received appreciations from the then Lieutenant Governor of Puducherry and Public.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	Yes
d) NBA or any other quality audit	Nil

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
2020	Three Day International Webinar Series on CRM, ERP and Data Analytics by Department of Computer Applications	22/06/2020	22/06/2020	24/06/2020	300
2020	Webinar on Opportunities in Company Secretaryship by Department of Corporate Secretaryship	27/06/2020	27/06/2020	27/06/2020	200
2020	International Webinar on Micro Services by Department of Computer applications	27/06/2020	27/06/2020	27/06/2020	150

2020	Two Day National Webinar by Department of Hindi	27/06/2020	27/06/2020	28/06/2020	85
2020	E-Quiz on Tech Skills in Multimedia Technologies by Department of Computer Applications	15/07/2020	15/07/2020	17/07/2020	200
2020	One Day National Workshop on The Importance of ICT Tools by Department of English	23/07/2020	23/07/2020	23/07/2020	300
2020	Two Day National Webinar on Insight into IT Industry Functionalities by Department of Computer Applications	25/07/2020	25/07/2020	26/07/2020	150
2020	E-Quiz on Data Structures and Algorithms by PG Department of Computer Science	27/07/2020	27/07/2020	29/07/2020	75
2020	E-Quiz on Tech Skills in Web Development by Department of Computer Science (UG)	29/07/2020	29/07/2020	31/07/2020	250
2020	Two Day National Webinar on Research Communication	30/07/2020	30/07/2020	31/07/2020	100

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
How to be a Successful Women in Life	25/07/2019	25/07/2019	140	Nil
Hindustan Unilever Limited Conducted Women's Day Students meet	23/01/2020	23/01/2020	700	Nil
International Women's Day Celebration	28/02/2020	28/02/2020	600	Nil
Cancer Awareness Programme	05/02/2020	05/02/2020	180	Nil
Personal Hygiene - MTPG & RIHS	15/02/2020	15/02/2020	180	Nil
National Level Webinar "HEALTH HAZARDS"	18/09/2020	18/09/2020	105	Nil

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 capacity of 30KW solar power generation. Power generated through the solar panels is directly connected to the Government Grid and Net Meter is installed to note the number of units of power supplied to the Grid. Actual consumption of units is subtracted from the units supplied to the grid this results in considerable savings in the electricity bill every month

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	5

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages	Number of initiatives taken to engage with and	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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	and disadvantages	contribute to local community					
2019	1	1	26/10/2019	1	Diwali Celebration	Jwala home Celebration with Mentally retarded persons	30
2020	1	1	14/01/2020	1	Pongal Celebration	Jwala home pongal celebrations	30
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Diary	15/07/2019	The code of conduct and general discipline followed by the students inside the campus during their course of study is illustrated in the diary. The college working hours, holidays and schedule for conduct of assessment tests are mentioned. The diary is issued to every student at the beginning of the odd semester of the academic year.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
National Girl Child Day	24/01/2020	24/01/2020	50
Chakra Meditation Programme	04/03/2020	04/03/2020	70
Suicide Awareness Programme	23/01/2020	23/01/2020	125
Plastic Awareness Programme	07/11/2019	07/11/2019	20
Siddha Rally Programme	09/01/2020	09/01/2020	45
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Rain water harvesting: Soak pits made at several places to collect the rain water and efforts made to increase the ground water level and to create awareness of water conservation among students.
2. paperless Office: Routine

Communications are sent through social media and institutional mail IDs. 3. Waste segregation is done by collecting the wastes in two categories Bio-degradable and Non degradable and disposed safely. 4. Solar panels with installed capacity (30 KW) generate electricity and are transferred to government grid when electrical power is not utilized by the college. This initiative of the institution to harness the solar energy which offers clean, green and renewable energy has resulted in considerable savings in the electricity bill. 5. Vermicomposting plant is operational which results in the production of manure from dry leaves 6. Electronic waste such as damaged keyboards, Computers and printers are stored in a separate room and discarded safely.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices: 1. ISO Certification: 1.1 Quality policy formulated, finalized, approved by vice-chairman communicated to all, displayed at various strategic locations in the campus. 1.2 Quality objective established, implemented being monitored and reported on half-yearly basis 1.3 Risk and opportunities, identified for various processes and activities, controls implemented to mitigate the risks 1.4 External and internal issues identified and reviewed on half-yearly basis 1.5 Core processes process-mapping done Performance indicators identified monitored and reported 1.6 20 internal auditors have been certified and carried out half-yearly Internal Quality audits – 2 Rounds completed. 1.7 Two Rounds of Management Review of QMS carried out headed by Vice-Chairman and Principal Actions implemented 1.8 Quality improvement projects 12 nos identified and projects completed, improvement actions implemented 1.9 MIS instituted for each department and clubs and cells implemented. Monthly reporting reviewed by top management principal and vice-chairman 1.10 All the processes have been documented and available for use 1.11 Course guides and lab manuals have been prepared for students use for better academic results 1.12 Maintenance plans worked for all infrastructure including laboratories 1.13 QMS Training conducted for all teaching and non teaching staff using various modules 1.14 As part of FDP, SGC has developed annual teaching plan that includes domain topics with pedagogies under comprehensive competency mapping for the faculties mapping the proficiency levels for each academic topics. Annual training plan worked out to meet the competency gaps and short falls being implemented. Peer review check list introduced and followed for internal and external faculties . 2.. Increased role of ICT in Pedagogy: Context: 2.1The Covid -19 pandemic at the end of the academic year 2019-20 had caused a severe blow to the academic activities in general and to the Teaching-learning process in particular. 2.1 Technology came to the rescue of the teaching fraternity in the form of enhanced application of ICT tools shifting the pedagogy from Teacher centric to Learner centric. 2.3 The management immediately responded to the situation and made subscription to the GSuite account which enabled the faculties to conduct online classes through Google Meet. Institutional mail IDs provided to each faculty through the sgcpdy.com domain of Google server. International and National Webinars were conducted by the departments during covid -19 pandemic through the institution G Suite Account. Practice: 2.3 Classes were scheduled through Google calendar and assignment and assessment tests are conducted through Google classroom. 2.4 Though there was an initial struggle by the faculties in handling the newer technologies, they were given adequate training by the peers and faculties from computer science, applications and information technology departments. 2.5 The availability of smartphones, laptops and social media provide a conducive learning environment with a flexible space and time for both the learner and teacher. Classes were held at convenience and in an environment that stimulated and enhanced the learning and in a new dimension to understand how their mobile

phones and internet can be used to store and access large amount of processed information. 2.6 Teaching was revolutionized by the application of ICT tools because of the continuous interaction of the students through the chat box in which a number of questions were posted by the students and answers provided by the teacher. 2.7 Even the students who were reluctant to ask questions in the physical classroom due to shyness raised their questions in the chat box and got their doubts cleared. 2.8 Teachers frequently received valuable feedback from the students about their difficulties in understanding of the subject to make the content of learning more personalized for the benefit of the group of students in the online class. 2.9 Flipped classrooms enabled the teacher and learner a greater freedom of expression and students can revisit information whenever they want if they feel the need to review some important concepts because the resources are available online. 2.10 Online quiz programmes were conducted by the departments to elucidate the knowledge of the students in different subjects. The quiz programmes were conducted through Google Forms which had a very good response even from the students of other colleges also and e-certificates issued to the students who scored good marks. 2.11 International Webinars on topics such as "Customer Relationship Management, Enterprise Resource Planning, Data Analytics, Micro Services, and Insight into IT Industry Functionalities" were conducted by the Department of Computer Applications. Webinar on "Opportunities in Company Secretaryship" by Department of corporate Secretaryship, 2.12 National Level Webinars by Department of Hindi, National Level Workshop on "The importance ICT and its Tools" by Department of English, Two Day National Webinar on "Research and Communication skills" by IQAC, National Webinar on "Life skills for 21st Century" by Youth Red Cross, One Day International Conference on "English Language Teaching" by English Department, National webinar on "Health Hazards" by Women's Cell were conducted. E-quiz on "Tech Skills in Multimedia Technologies" by Department of Computer Applications, "Data Structures and Algorithms" by PG Department of Computer Science, "Tech Skills in Web Development", "Database Management System" by UG Department of Computer Science, "Brainstorming in Math" by PG Department of Mathematics, Quiz on "The English Language" by Department of English, "Programming Languages" by Department of Information Technology, "French Language Learning" by Department of French were conducted. 2.13 E- Quiz Programmes had tremendous welcome from the student community proved by their enthusiastic participation during covid-19 pandemic. 2.14 University Examinations for the even semester were held online. Students sent their answer scripts to the department mail ID after scanning their answer scripts and converting them into a PDF file. Poor network bandwidth in rural areas and non-availability of quality smartphones by the students were the handicaps in this practice.

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

https://sgc.edu.in/assets/docs/best_practices.pdf

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

Distinctiveness of SGC: To be the preferred institution for UG and PG courses in Arts, Science and Commerce is the vision of the institution. The vision of Saradha Gangadharan College stays true to the mission of igniting young minds with Quality Education that empowers people to optimally achieve their potential both as individuals and as members of the society. The institution has received the ISO 9001:2015 Certification from Bureau Veritas Inc. which is another milestone achieved by the institution. The adoption of Quality Management System as per this standard has enabled the institution to ensure

Quality in all its endeavours to deliver as per the aspirations of the stakeholders. The core processes of the QMS such as Admission, Teaching -Learning, Examination and Exit are well planned and executed in addition to the support processes. The institution's sustained growth over the years is enabled by the contribution of the sincere efforts of faculties, administrative staff and non-teaching staff. Their reasonable grievances are addressed and rectified then and there. The representation of faculties in Board of Studies of several disciplines of study of Pondicherry University has enabled to contribute for the updation of syllabi as per the latest trends in respective fields. Faculties are encouraged to pursue research for their career advancement and for better prospects. Management arranges for Faculty Development Programmes to sharpen the skills of faculties and enable them to know the latest ICT tools which finds wider application in the innovative teaching pedagogy. Participation of faculties in Orientation and Refresher courses conducted by Human Resource Development Cells of different universities is encouraged by the management. Though the curriculum is designed by the Pondicherry University it is enriched by the institution with add-on courses to provide ample opportunities to the students to explore their creative, critical, interpersonal, problem solving and decision making skills. The entry of the students into the institution starts with an induction programme which makes the students aware of the facilities and infrastructure available at the campus for an ambient learning environment. Students Participation in clubs such as YRC, RRC, NSS and Rotaract kindles their social connectivity and develop their interpersonal skills to respond to social issues. State of the art IT infrastructure with licensed software and systems with updated configuration enable the students sharpen their programming skills in computer labs. Hygiene and Healthcare of the girl students are taken care of by the Women's cell which conducts routine programmes to create awareness and to provide health tips to students. Health clinic provides medication and counseling. Placement and career guidance cell takes care of the student placements by inviting reputed companies to the campus and arranging for Off-campus interviews. Coaching for competitive exams are held at weekends on topics such as Logical and Verbal Reasoning, Numerical Aptitude. Entrepreneurial development Cell and Institution's Innovation Council play a major role in identifying the young entrepreneurs and motivate them to innovate and incubate their novel ideas. Installation of solar panels had ensured an eco-friendly campus.

Provide the weblink of the institution

<https://sgc.edu.in/assets/docs/Distinctiveness of SGC..pdf>

8.Future Plans of Actions for Next Academic Year

1. To start integrated programmes with Education such as B.Sc. Ed and B.A. Ed for programmes in Mathematics, Physics and English Literature. NOC applied for starting these programmes to the Government of Puducherry..
2. The DHTE, Puducherry deputed State Higher Education Committee which visited the campus for approval of PG programme in M.A. English .
3. Government of Puducherry has issued NOC to the institution to start shift system. More students can be enrolled by offering programmes in both shifts resulting in the increase of Gross Enrollment Ratio as per the National Education Policy 2020.
4. Number of bridge courses offered to the student to be increased to improve the life skills of students as well the employability.
5. To increase the number of students enrolled in MOOCs in CEC and SWAYAM portals.
6. Augmenting the existing IT infrastructure with additional LCD projectors to convert all UG classrooms into smart classrooms and improving the network bandwidth for wi-fi access.
7. To allocate adequate funds to promote research to bring in new knowledge and to develop entrepreneurial spirit of the students and make them innovative and incubate their creative ideas.
8. To create an eco-friendly campus by avoiding the use of plastics and to

