

KASTHURBA COLLEGE FOR WOMEN

(Run under the Aegis of the Pondicherry Society for Higher Education)

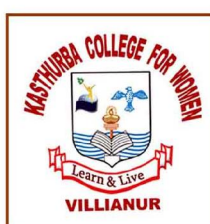
Fully Funded and Managed by the Government of Puducherry

Affiliated to Pondicherry University

Pondy-Villupuram Main Road, Villianur, Pondicherry – 605 110

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SELF-STUDY REPORT

Submitted to

**NATIONAL ASSESMENT AND
ACCREDITATION COUNCIL**

September 2016

Certificate of Compliance

(Affiliated / Constituent / Autonomous Colleges and Recognized Institutions)

This is to certify that **KASTHURBA COLLEGE FOR WOMEN** fulfils all norms

1. Stipulated by the affiliation University and/or
2. Regulation Council / Body [such as UGC, NCTE, AICTE, MCI, DCI, BCI, etc.] and
3. The affiliation and recognition [if applicable] is valid as on date.

In case the affiliation / recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.


It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Date: 28.09.2016

Place: Pondicherry.




Signature of the Principal
(Dr. Cheryl-Ann Gerardine Shivan)
PRINCIPAL
KASTHURBA COLLEGE FOR WOMEN
VILLIANUR,
PUDUCHERRY - 605 110.

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Preface

Kasthurba College for Women, the erstwhile Villianur College for Women was established in the year 2005, under the aegis of the Pondicherry Society for Higher Education and is wholly funded by the Government of Puducherry, to cater to the higher educational needs of women students hailing from rural backgrounds. As the region of Puducherry previously had only one college exclusively for women, that too in the heart of the town, it was very difficult for the students hailing from the rural areas around Villianur to commute on a daily basis.

The vision of the Government of Puducherry has always been to provide quality higher education to all aspiring women students, irrespective of their socio economic background and so this college was established offering two courses, viz., B.A Social Work and B.A Historical Studies. It must be emphasized that nowhere else in the Union Territory of Puducherry is the Undergraduate degree course in Social Work offered. Hence, ever since its inception, with the assistance of dedicated and well-qualified faculty members, the vision of the Government of Puducherry is being fulfilled and the achievements of our lady students are testimony to the quality of education being imparted here.

Our students are well employed in various Governmental and Non Governmental organizations across the U.T. of Puducherry and Tamil Nadu. The faculty members are constantly upgrading themselves academically by pursuing doctoral degrees and also by contributing scholarly articles and authoring books. Maximum utilization of available resources is the norm by which our college operates and with the continued help of the Government under the able leadership of the Honourable Chief Minister, Minister for Higher & Technical Education, the Secretary to Government (Education) and the Member Secretary of the Pondicherry Society for Higher Education, this college will soar to greater and newer heights in the years to come.

Dr.Cheryl-Ann Gerardine Shivan

PRINCIPAL

1. Executive Summary

The courses offered by Kasthurba College for Women provide wide scope for the women aspirants, both to continue their higher education as well as to find employment. The curriculum of the courses have been updated bearing in mind the emerging trends in the fields of education and in the employment sectors. Student feedback is also an important yardstick by which the quality and pertinence of the courses are judged.

Since the environment is inseparable from the human being, the College effectively provides a knowledge base on various environmental issues and its protective measures through Environmental Studies which is a compulsory paper in the second semester for the students of both disciplines.

Transparency in the admission process is ensured through a centralized admission process known as the Common Admission Procedure for Arts and Science Colleges (CAPASC) in Puducherry. Reservations for students belonging to various categories as per government rules is strictly followed.

Students are given individual attention and inputs irrespective of their performance, perception, attitude, skill and socioeconomic background. Students from different backgrounds and student with disability are given equal rights and opportunities by the faculty members. Teaching methods adapted by the faculty members vary from traditional lecturing to the use of technology. Students are encouraged to use the library to optimize the learning process. Network Resource Centre has been established in the Library, to enable the students to access the e-resources for independent learning.

Periodical monitoring through tests and model exams and evaluation assesses the students' performance for enhancing the learning outcome. Students are guided by the faculty members for continuing their higher education after the completion of the course.

This college, with two undergraduate courses, focuses on imparting higher education to almost 95% of first generation learners. Faculty members with

Ph.D. and those who are pursuing Ph.D. publish articles, papers, and books. They also present papers in various seminars and conferences. The College fulfills its social commitment and responsibility through its Red Ribbon Club and N.S.S cell. The Department of Social Work does a systematic study on the various issues pertaining to the villages surrounding the college and plans, executes the possible remedial measures for the same.

Optimal use of existing infrastructure is the norm of the institution. Basic amenities for the students are provided. Our huge play ground provides ample opportunity for various physical and sports activities. Students are given medical care in the primary health centre situated near the college and are, when required transported to higher specialty health centres in the town. The library with around 2450 books serves as self learning tool for the students. Wi-fi facility connects the faculty members and students to the e-resources of the world. Teaching is augmented and optimized with technological tools.

Students are provided economic support through scholarship, social support through individual attention and counselling, moral support through skill training and academic support through remedial classes. Career Guidance and Placement operates on an informal mechanism functions effectively to tap the skills and place the students appropriately in the job market. Grievance Redressal cell bridges the gap between the need and the service provided for the students. Students participate in various sports at the Inter-Collegiate and Inter-University Sports Tournament in and outside Puducherry.

The faculty and students are driven towards realizing the vision and mission of the college. The Principal of the College guides, mentors, motivates, administers, manages the human resources of the college. Various committees, cells and units function under the direct leadership of the Principal. Leadership skill of the faculty members and students are tapped by assigning responsibilities and roles from time to time. Faculty members are permitted to attend seminars, workshops and conferences and are made financially secure as per the UGC guidelines.

Strengths

- The college enjoys the support and encouragement of the Minister for Higher and Technical Education, the Secretary to Government (Education) and the Member Secretary of the Pondicherry Society for Higher Education in all its endeavours.
- The College provides very affordable quality education and training for rural girl students.
- Qualified, competent, dedicated and permanent faculty members.
- Free job oriented computer education and training especially for students belonging to SC/ST community.
- Vibrant student community who participate and bag prizes at University level sports and arts competitions.
- Library is automated.
- Support from the local community who are convinced about the contribution of the College for the benefit of the students in the area.
- Counselling cell headed by the Assistant Professor in Psychology to deal with the various psycho-social problems of girl students.
- Special focus on remedial education.
- Special coaching classes for the final year degree students appearing for various competitive examinations and Post Graduation courses.
- Constant support from parents through the registered P.T.A Association of the Institution.
- Regular NSS activities that encourage and mould the students in civic and social responsibility.
- Involvement of students and faculty in conducting regular social welfare activities like health camps, blood donation camps and awareness programme on HIV/AIDS etc.
- The staff members possess resourcefulness and expertise in various fields of knowledge and actively engage themselves in research activities such as doing Ph.D., presentation of research papers in conferences, publication of research articles, etc.

- Frequent evaluation of the effectiveness of teaching methods. Students are encouraged to file their feedback on academic assignments so that necessary modification can be made for better output.
- Students are given the opportunity to get trained in tailoring and beautician courses outside the college campus. The College collaborates with NGOs for providing training during weekends.
- The college has recently acquired 13.6 acres of land for its expansion.
- Increase in student intake.

Weaknesses

- The college has been functioning with only two Bachelor courses (Social Work and Historical Studies) since its inception.
- The lack of adequate ground space required for expansion that had existed till 2015.
- Provisional affiliation from the University each year.
- Majority of the students hail from low economic, social and educational status and are mostly first generation learners.
- There is a lack of popularization of the courses taught, especially the B.A Social Work course among the school masses in the Puducherry region.

Opportunities

- The existence of a rural women college like Kasthurba College for Women, itself is an opportunity to fight against many of the social evils against women present in our society like that of early marriage, gender discrimination in education, dowry, etc.
- There is an opportunity to design indigenous modules for teaching Add-on Certificate Courses.
- Sufficient availability of books, journals, spoken English classes and internet for the staff and students ensure updated knowledge and competence.

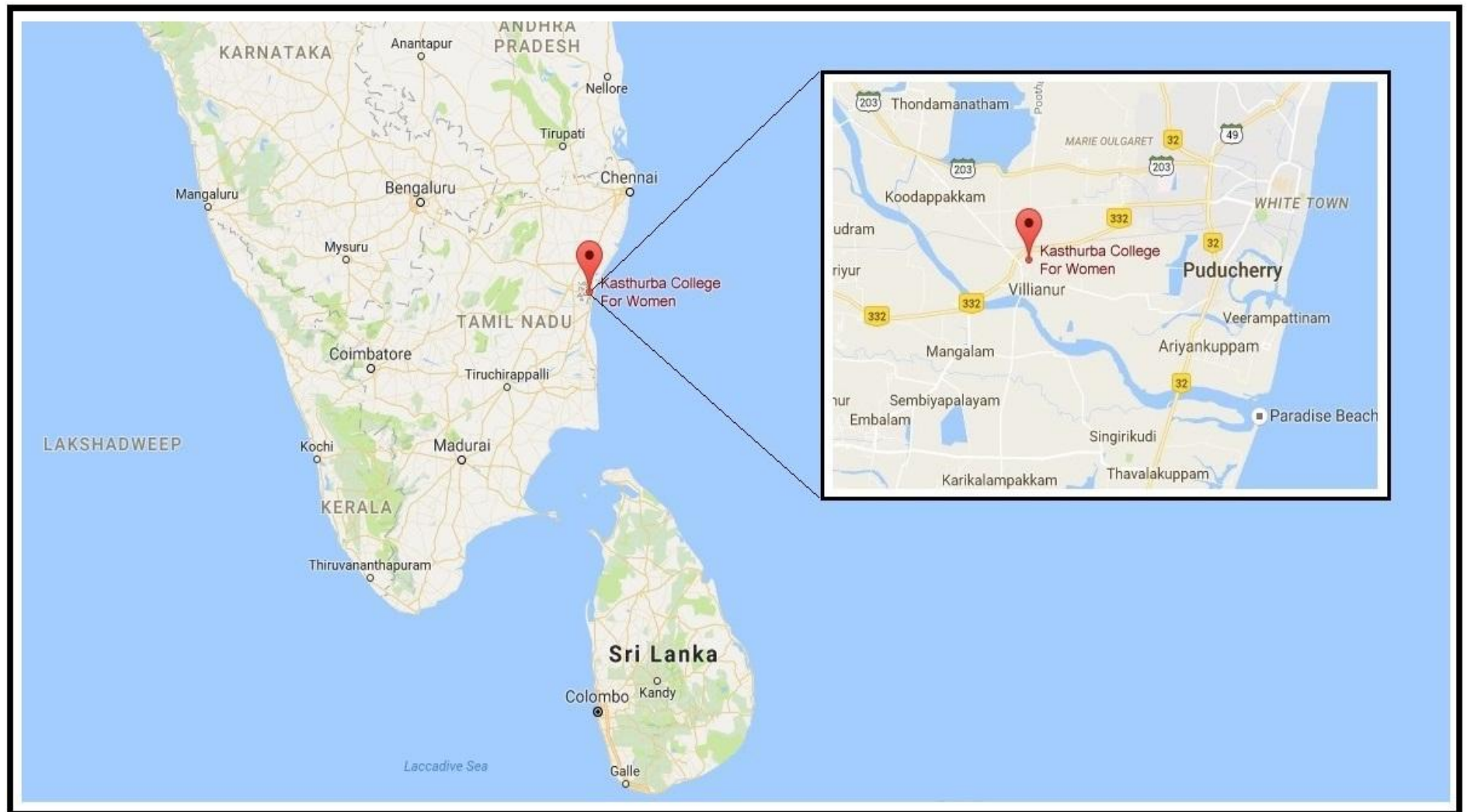
- Students can be sensitized and trained to create awareness on various social issues in the rural areas.
- Students can be trained in competitive exams with the help of resource persons from outside.
- Improving the English communication skill of students with technological help is an important step in the right direction to boost the confidence of students.
- With the land now available to the college, the college can expand by introducing more courses.
- Introduction of Post Graduate level courses in Social Work and Historical Studies can help the students to pursue their education without having to travel long distances.

Challenges

- Convincing the parents from the rural area about the importance of girls completing their education rather than discontinuing due to reasons like early marriage
- Teaching the first generation socially and economically underprivileged students who do not possess adequate English language skills.
- Training mediocre students towards excellence in academics and career.
- Lack of a transparency system on evaluation by the University has repercussions in the pass rate of the college.

Self-Study Report

Location of the College



2. Profile of the College

1. Name and Address of the College:

| | | |
|--|--|--|
| Name : | Kasthurba College for Women | |
| Address : | Pondy-Villupuram Main Road, Villianur | |
| City : Pondicherry | Pin : 605110 | State : Union Territory of Puducherry |
| Website : www.kcw.co.in | | |

2. For Communication:

| Designation | Name | Telephone with STD | Mobile | Email |
|---------------------------------|---------------------------------------|--------------------------------|-------------------|-----------------------------------|
| Principal | Dr.Cheryl-Ann Gerardine Shivan | Office: 0413-2661627 | 9994991614 | shivancheryl@gmail.com |
| Steering Committee Co-ordinator | Mrs.K.Bhuvaneswari | 0413-2661627 | 9486025434 | bhuvanleela@rediffmail.com |

3. Status of the Institution:

Affiliated College ☒

Constituent College ☐

Any other
(specify)

4. Type of Institution:

a. By Gender

i. For Men

ii. For Women

iii. Co-education

| |
|---|
| |
| ✓ |
| |

b. By Shift

- | | |
|--------------|-------------------------------------|
| i. Regular | <input checked="" type="checkbox"/> |
| ii. Day | <input type="checkbox"/> |
| iii. Evening | <input type="checkbox"/> |

5. It is a recognized minority institution?

Yes ☐ No ☒

6. Sources of funding:

- | | |
|----------------|-------------------------------------|
| Government | <input checked="" type="checkbox"/> |
| Grant-in-aid | <input type="checkbox"/> |
| Self-financing | <input type="checkbox"/> |
| Any other | |

a. Date of establishment of the college: **17/10/2005**

b. University to which the college is affiliated

c. Details of UGC recognition:

| Under Section | Date, Month & Year | Remarks(If any) |
|-------------------|--------------------|-----------------|
| i. 2 (f) | 17/10/2011 | --- |
| ii. 12 (B) | -- | --- |

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

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.) **Not applicable**

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

Yes ☒ No ☐

9. Is the college recognized

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

Yes ☐

No ☒

b. for its performance by any other Governmental agency?

Yes ☐

No ☒

If yes, name of the agency : NA

Date of recognition : NA

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

| | |
|---------------------------|--|
| Location | Rural |
| Campus area in sq. mts. | 2 acres + newly acquired 13.6 acres |
| Built up area in sq. mts. | 1074 sq. mts. |

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

• Auditorium/seminar complex : —

• Sports facilities

play ground : ☒

swimming pool : —

gymnasium : —

• Hostel : **SC/ST Hostel**

which is housed in the campus is availed in the ratio of 80:20 (80% SC/St Students, 20% other communities)

Self-Study Report

- Residential facilities for teaching and non-teaching staff : **Government quarters available**
- Cafeteria : **✓**
- Health centre : **Government Primary Health Centre one km away**
- Health centre staff : **—**
- Facilities like banking, post office, book shops : **—**
- Transport facilities to cater to the needs of students : **Students avail one Rupee bus run by the Government**
- Animal house : **—**
- Biological waste disposal : **—**
- Generator or other facility for management/ regulation of electricity and voltage : **A DG set with 125 KVA capacity functions as an alternate source of power. In order to ensure stabilized and uninterrupted power supply, all the Computers are connected with UPS. Inverter facilities are available for Computer lab. Air conditioner is provided with stabilizers.**
- Solid waste management facility
Solid waste is collected in large dust bins. The Villianur Municipality collects the waste from the college, segregates and processes through solid state fermentation process in a massive yard.

Self-Study Report

• Waste water management : —

• Water harvesting : —

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

| Sl. No. | Programme Level | Name of the Programme/ Course | Duration | Entry Qualification | Medium of instruction | Sanctioned/ approved Student | No. of students admitted |
|---------|-----------------|-------------------------------|----------|---------------------|-----------------------|------------------------------|--------------------------|
| 1 | Under-Graduate | B.A.Historical Studies | 3 Years | Higher Secondary | English | 31 | 27 |
| 2 | Under-Graduate | B.A.Social Work | 3 Years | Higher Secondary | English | 28 | 28 |

13. Does the college offer self-financed Programmes?

Yes ☐ No ☒

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

Yes ☐ No ☒

15. List the departments:

| Faculty | Departments | UG |
|---------|------------------------|----|
| Arts | B.A.Historical Studies | ✓ |
| | B.A.Social Work | ✓ |

16. Number of Programmes offered under (B.A Historical Studies and B.A Social Work)

a. Annual system —

b. Semester system 2

c. Trimester system —

17. Number of Programmes with

a. Choice Based Credit System *

b. Inter/Multidisciplinary Approach

c. Any other (specify and provide details)

*** Training initiated by the University, awaiting further orders**

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

Yes ☐ No ☒

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

Yes ☐ No ☒

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

| Positions | Teaching faculty | | | | | | Non-teaching staff | | Technical staff | |
|---|------------------|----|---------------------|----|---------------------|----|--------------------|----|-----------------|----|
| | Professor | | Associate Professor | | Assistant Professor | | | | | |
| | *M | *F | *M | *F | *M | *F | *M | *F | *M | *F |
| Sanctioned by the UGC / University / State Government <i>Recruited</i> | — | — | — | — | 10 | 3 | 3 | 6 | — | 1 |
| <i>Yet to recruit</i> | — | — | — | — | — | — | — | — | — | — |
| Sanctioned by the Management/ society or other authorized bodies <i>Recruited</i> | — | — | — | — | — | — | — | — | — | — |
| <i>Yet to recruit</i> | — | — | — | — | — | — | — | — | — | — |

21. Qualifications of the teaching staff:

| Highest qualification | Professor | | Associate Professor | | Assistant Professor | | Total |
|-----------------------|-----------|--------|---------------------|--------|---------------------|--------|-------|
| | Male | Female | Male | Female | Male | Female | |
| Permanent teachers | | | | | | | |
| D.Sc./D.Litt. | — | — | — | — | — | — | — |
| Ph.D. | — | — | — | — | 3 | — | 3 |
| M.Phil. | — | — | — | — | 6 | 3 | 10 |
| PG | — | — | — | — | 1 | — | — |
| Temporary teachers | | | | | | | |
| Ph.D. | — | — | — | — | — | — | — |
| M.Phil. | — | — | — | — | — | — | — |
| PG | — | — | — | — | — | — | — |
| Part-time teachers | | | | | | | |
| Ph.D. | — | — | — | — | — | — | — |
| M.Phil. | — | — | — | — | — | — | — |
| PG | — | — | — | — | — | — | — |

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

| |
|---|
| 2 |
|---|

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

| Categories | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
|------------|---------|---------|---------|---------|
| | Female | Female | Female | Female |
| SC | 11 | 10 | 12 | 9 |
| ST | — | — | — | — |
| OBC | 15 | 10 | 12 | 5 |
| General | 12 | 17 | 9 | 11 |
| Others | 8 | 16 | 21 | 29 |

24. Details on students enrollment in the college during the current academic year: (2015 -16)

| Type of students | UG | PG | M. Phil. | Ph.D. | Total |
|---|----|----|----------|-------|-------|
| Students from the same state where the college is located | 49 | — | — | — | 49 |
| Students from other states of India | 5 | — | — | — | 5 |
| NRI students | — | — | — | — | — |
| Foreign students | — | — | — | — | — |
| Total | — | — | — | — | 54 |

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

| | |
|----|----|
| UG | 9% |
|----|----|

26. Unit Cost of Education

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

(a) Including the salary component

Rs. 1, 34,304 /-

(b) Excluding the salary component

Rs. 2328 /-

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

Yes ☐

No ☒

28. Provide Teacher-student ratio for each of the programme/course offered (Ratio is calculated for based on the sanctioned/ approved strength of the faculty/students for the main papers (theory and practical alone). Allied and language subjects are not included.

| Sl. no | Degree | Ratio |
|--------|------------------------|-------|
| 1 | B.A Historical Studies | 1:21 |
| 2 | B.A Social work | 1:28 |

29. College is applying for Accreditation - Cycle 1 ☒

30. Date of accreditation – Not Applicable

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

32. Number of teaching days during the last academic year 180

33. Date of establishment of Internal Quality Assurance
Cell (IQAC) _ **01.02.2007**

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

AQAR (i) _

35. Any other relevant data _

3. Criteria Wise Inputs

I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

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

Vision

To educate, empower and promote intellect through holistic learning, towards individual growth and social progress.

Mission

- To provide need-based **quality higher education** to women
- To facilitate **critical thinking and creativity**
- To impart knowledge and skill for the **development of the self** through **value-based education**
- To reach out to the **diverse and varying needs of the society** and
- To strive for **excellence** with **state-of-the-art facilities**.

The vision and mission of the college is permanently displayed on the notice board of the college, and the first year students are oriented about the same. It is also displayed on the website and in the college calendar.

The parents and the public are made aware of the proceedings of the college through newspaper reports and television coverage.

1.1.2 Development and deployment action plans for effective implementation of the curriculum.

The College develops action plans to achieve its vision and mission through systematic implementation of the curriculum. During the initial phases of the academic year, the calendar is prepared based on

the Academic calendar of the University, and distributed to the staff and the students. Faculty members meet at the beginning of each semester to discuss various curricular and co-curricular activities of the college. The syllabus is shared among staff based on subject expertise and personal preferences. The total number of teaching hours is divided among the staff as prescribed by the respective Boards of study.

1.1.3 Type of support (procedural and practical) teachers receives (from the University and/or institution) for effective translation of the curriculum.

Faculty members receive extensive support, guidelines, procedures, rules and regulations for curriculum teaching, duration of teaching, as well as how to evaluate the same from the Pondicherry University. University conducts various courses, conferences, seminars and workshops to improve the teaching practices of the faculty. Faculty members actively participate in all these academic activities to enrich their subject knowledge. The University also provides e-resources which is easily accessible by the colleges.

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

- The staff plan, execute, monitor and evaluate the curriculum delivery system with regard to both theory and practice.
- Field visits are organized in a well planned manner for easy and smooth functioning of the Department by the dedicated faculty members.
- The Department of Social Work has taken initiatives to establish network with various Governmental and Non-governmental agencies for effective field work practice for the students.

- Documentary and relevant movies with social messages are showcased periodically by both the departments to supplement the theoretical inputs.
- The institution has staff qualified with NET/SET/Ph.D.
- The staff are well-informed by virtue of attending seminars, workshops or conferences etc.
- Administrative staff support the teaching staff in maintaining materials and other amenities.

1.1.5 Institutional network and interaction with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum

- The Department of Social Work has developed a good rapport with all the NGOs in and around Puducherry. Students are sent for field work to NGOs and staff from NGOs are invited for lectures and seminars conducted in the college.
- Both the faculty and the students of the Department of Historical studies coordinate with other colleges by attending seminars and workshops conducted by them.
- Staff regularly attend the academic activities conducted by the University. The information gained is transmitted to the students.

1.1.6 Contributions of the institution and/or its staff members to the development of the curriculum by the University (number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

The college contributes towards developing , updating, revising the curriculum and the University further finalizes the same. Faculty members are an integral part of the Board of Studies of the University. Teachers' feedback and students' feedback are consolidated by the

staff member of the college and are represented in the Board of Studies meeting by the faculty members.

1.1.7 Curriculum developed by the institution for any of the courses offered (other than those under the purview of the affiliating university) by it.

Nil

1.1.8 Institutional measures in analyzing that the stated objectives of curriculum are achieved in the course of implementation

- The Principal of the college conducts regular meetings with the head of the department as well as the faculty members of the college to monitor the progress in implementation of the curriculum.
- Internal Assessment takes place at scheduled times.
- External examiners appointed by the University do their role in evaluating the field work done by the students of Social work.
- When the results show that the expected achievement is not attained remedial measures are undertaken.

1.2 Academic Flexibility

1.2.1 Goals and objectives of the certificate/diploma/ skill development courses etc., offered by the institution.

The college does not offer any certificate or diploma courses but has the provisions to sponsor students for courses run by authorized outside agencies. The courses include computer courses and soft skill training. Each year the students belonging to Scheduled Castes are sponsored for computer courses at TCIL - IT Computer Education and Training Centre (A Govt. of India Undertaking). Certificates are issued by the Ministry of Communications and IT New Delhi and can be registered with the Employment Exchange.

1.2.2 Programmes offered by the institutions that facilitate twinning /dual degree

Nil

1.2.3 Institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability.

As the curriculum is prescribed by the Pondicherry University, flexibility is not an option. However, the University permits the college to choose an Elective from the list of electives provided by them. Keeping in mind the relevance of the elective, the subject teachers make a choice. This is done at the beginning of the academic year itself on intimation to the University.

1.2.4 Self-financed programmes

The college does not offer self-financed courses. The government offers both the courses at a subsidy.

1.2.5 Skill oriented programmes relevant to regional and global employment markets.

- The students avail the programmes offered by TCIL-IT Computer training and Education through the college at free of cost.
- ICT-Academy in collaboration with the Department of Information Technology, Government of Puducherry conducts soft-skill training for students. The students are required to pay Rs 500/- each and the government sponsors Rs.4500/- (Total cost of the programme per person is Rs.5000/).
The training is conducted on campus.
- The students underwent a course on Sewing Machine Operator in collaboration with Salt Life Skill Academy, Pondicherry.

- Coaching classes for various competitive examinations are conducted.

1.2.6 Flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice

No

1.3 Curriculum Enrichment

1.3.1 Efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated

The goal of the institution is to provide quality education to the women students from rural area and it becomes imperative to ensure that the academic programmes are in tune with the goals.

The following steps are taken to ensure the above:

- The teachers distribute the teaching work among themselves based on subject preferences and expertise.
- The teaching schedule is completed within the days allotted ensuring that both theory and practicals have been paid due attention to and have been carried out relevantly.
- Low achievers are identified and special attention is paid to them via one-to-one counseling and through special classes. This ensures that the students are well prepared to take the University Examinations.
- Feedback on course content is obtained from the students to get their perspective on their educational needs.
- A sufficient number of subject books are available in the library for borrowing and reference purposes.
- Apart from classroom lectures, the individual departments organize seminars / workshops on the subjects prescribed and

on socially relevant issues to create greater awareness.

- Since a majority of the students hail from disadvantaged groups, motivational lectures are organized to help them develop themselves as well as to enable them to view the world beyond their individual circumstances.
- Environmental talks are organized to sensitize the students to environmental issues. This ensures a connection between what they learn in the classroom through a paper called “Environmental Studies” and what lies beyond the classroom.
- Teachers attend various seminars/conference/workshops to equip themselves with emerging knowledge which they later transmit to their students.

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

- Informed changes are carried out in the Board of Studies meetings.
- Teachers’ own expertise are brought to bear on the curriculum
- Field work by the Department of Social Work is carried out in crucial areas and in relevant NGO’s so that the students can keep abreast of society’s needs and changes.
- Students are given awareness through subject-specific seminars by subject experts who create awareness not only about emerging trends in the subject area but also on how they can use their degrees for gainful employment.
- The subject Environmental Studies has brought great awareness on the need to sustain the greenery around us.
- Each department has been given the use of a computer with internet facility so that the teachers can have a ready-reference facility at their disposal.

- The language lab and the library have internet facility for browsing.

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

- Students are sensitized on environmental issues and its protection through Environmental Science as it is a compulsory paper for all undergraduate courses.
- Students of Social work have a paper on Human rights, Disability and Women Empowerment in their curriculum per se.
- Students of Historical studies are also made aware of human rights along with core curricular aspects.
- Transgenders, eminent women personalities and other academicians give valuable knowledge on issues related to gender.

1.3.4 Value-added courses/enrichment programmes offered to ensure holistic development of students

- Moral and ethical values are inculcated among students through N.S.S activities and the Red Ribbon Club.
- Employable and life skill training are provided through workshops and seminars conducted in the college
- An informal guidance services for placement are provided for students who are in search of jobs to support their families.
- The Department of Social work conducts seven days rural camp in which medical camp, eye camp, awareness on various social evils like alcoholism, dowry etc are taken up by the students.
- The N.S.S unit of the college also conducts separate camps

wherein the students are professionally oriented towards the study of issues related to community.

1.3.5 Use of the feedback from stakeholders in enriching the curriculum

- Feedback is obtained from parents at the regularly convened department-wise parent-teacher meetings. The suggestions made are mainly with regard to infrastructure facilities.
- The students provide feedback through a questionnaire. Their suggestions are both academic and facilities based. These suggestions are first debated on by the members of the concerned department and then commonly discussed with the Principal. Viable suggestions are implemented.

1.3.6 Institutional way of monitoring and evaluating the quality of its enrichment programmes

- Teachers are allotted the responsibility of initiating and monitoring the programmes that are to be conducted
- Review meetings are regularly conducted to analyse the quality of the programmes undertaken
- Students' opinions are also garnered to evaluate the programme
- Based on teachers and students evaluation, similar programmes are either initiated or replaced.

1.4 Feedback System

1.4.1 Contributions of the institution in the design and development of the curriculum prepared by the University

The faculty members are members of the various Boards of Studies in the University. They provide suggestions in designing the curriculum and become an integral part in the development of the same.

1.4.2 Mechanism to obtain feedback from students and stakeholders on Curriculum and how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes

- The feedback forms provided by NAAC have been found quite suitable for collecting feedback from the students.
- A separate bilingual questionnaire has been developed by the staff to obtain feedback from parents.
- Teachers peruse the feedback and based on students' suggestions and on their own expertise, the staff consolidate the suggestions and present it to the Principal at a year-end review meeting.
- The suggestions are then prepared into a proposal and presented at the Board of Studies meetings
- If the proposal meets with the approval of the members of the Board of Studies it is incorporated into the revised syllabus.

1.4.3 New programmes/courses introduced by the institution during the last four years

The college is yet to introduce new courses and programmes.

II: TEACHING-LEARNING AND EVALUATION

2.1 Student Enrollment and Profile

2.1.1 Publicity and transparency in the admission process

Government of Puducherry adopted uniformity in the admission procedures in the name of CAPASC (Centralized Admission Procedure for Arts and Science Courses) in 2010-11. Puducherry is the only place after Delhi to adopt a centralized admission process for admission to Arts and Science courses.

The College ensures wide publicity in a planned manner. Admission notification is published in leading national and regional daily newspapers. The notification contains detailed information about the number of courses, eligibility, process of admission and academic as well as support facilities. The prospectus gives all the academic, administrative and financial aspects related to the admission process. The same information is also available on the Bharathidasan Government College for Women (which is the Counselling Centre) website: www.bgcw.puducherry.gov.in. In addition to this the same information is displayed on the notice boards of all the six colleges.

The Principal of this institution is one of the core committee members of CAPASC and is involved in the process of admissions throughout.

Transparency

The master list is prepared and displayed on the CAPASC notice board and also on the Government website. This is done so that the students can verify the entries made or request for correction, if mistakes are noted. The selected candidates' lists are displayed on the notice boards of the admission centre and the provisionally selected list is sent by post to the candidates individually.

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

The college admits the students solely on the basis of merit in the qualifying examination. As per the directives of CAPASC, date of sale of application forms/ prospectus is notified in newspapers. Application forms can be downloaded through the online mode and also bought from the college offices and on-the-spot enquiries are attended by the working committee of the college. Candidates are called for counselling as per the merit list prepared by CAPASC for the various Arts and Science courses. Selection of students to the courses is based on the marks obtained in the qualifying exam.

The selection of students for the various courses is made on the following basis by CAPASC as per the directive of the Pondicherry University:

| Program | Eligibility Conditions |
|-------------------------|-------------------------------|
| B.A. Historical Studies | H.Sc., (+2) or its equivalent |
| B.A. Social Work | H.Sc., (+2) or its equivalent |

Applications for admission to undergraduate courses are called for in the month of May. The list of all registered applicants and their normalized percentage (i.e) subject wise rank list for all undergraduate Arts and Science course is declared by CAPASC and displayed on the notice boards at the admission centre. Further, the merit list and provisionally selected list is also made available on the official website://www.bgcw.puducherry.gov.in. Counseling is done by the working members of the screening committee. Next, the students to be

admitted have a personal interview with the convenor and the core committee members. The counseling team helps the students to make an informed choice of the courses they wish to study.

CAPASC follows reservation policy as per the Government orders issued from time to time.

Candidates who have appeared for the supplementary examinations can also submit the Filled in Application Form to the Convenor, CAPASC on or before the last date. However such candidates have to submit the attested photo copy of the supplementary mark statement within five days from the date of issue of the mark sheet. These admissions are done strictly according to the conditions laid down by Pondicherry University.

2.1.3 Minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college

Academic Year 2015 – 2016

| Name of the Course | Minimum percentage | Maximum percentage |
|------------------------|--------------------|--------------------|
| B.A Historical studies | 39.83 | 70.58 |
| B.A Social work | 40.33 | 70.42 |

2.1.4 Mechanism in the institution to review the admission process and student profiles annually. The outcome of such an effort and its contribution to the improvement of the process

An annual review meeting of the members of CAPASC is held wherein the previous year's procedures are assessed. These meetings contribute to a great extent in simplifying the process of admission as well as in rectifying the delay in completion of the admission process.

Earlier admissions were started simultaneously for Arts and Science Courses. Then it was discovered that it would be prudent to start admissions first only for Arts courses and later for science courses as the science students after admission leave when they get medical, engineering or nursing seats. This leads to duplication of work. Hence, the review meetings have contributed in several other ways also towards the improvement of the process.

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

The college follows the Government Reservation Policy as evidenced below:

a. Reservation Policy for students belonging to different community

| Sl.No | Reservation Category | Percentage of Reservation | Remarks |
|-------|----------------------|---------------------------|--|
| 1 | Open Merit | 10% | To be filled purely on the basis of merit without reference to nativity / residence |
| 2 | Resident Merit | 40% | Purely on the basis of merit from among the natives / residence of the U.T of Puducherry |

| Sl.No | Reservation Category | Percentage of Reservation | Remarks |
|-------|--------------------------|---------------------------|---|
| 3 | Scheduled Caste (Origin) | 16% | For residents of Puducherry U.T who produces the required certificates issued by an officer of the Revenue Department not below the rank of Deputy Tahsildar |
| 4 | Most Backward Class | 18% | For residents of Puducherry U.T who produces the certificates in support of their claim issued by an officer of the Revenue Department not below the rank of Deputy Tahsildar |
| 5 | Other Backward Class | 11% | -do- |
| 6 | Extremely Backward Class | 2% | -do- |
| 7 | Backward Class Muslims | 2% | -do- |
| 8 | Backward Tribe | 1% | -do- |

For Sports quota, Freedom Fighter Quota, Physically Challenged Persons Quota and Defense category students, seats are reserved in each course.

b. Women

For women, there is no reservation in admission. However, age relaxation is five years in case of nuns belonging to various religious congregations and widows. The college provides counseling to the needy parents of women students on the importance of women education, security and protection provision.

c. Differently-abled

There is reservation for students belonging to differently abled categories as per Government orders issued from time to time.

d. Economically Weaker Sections of the Society

There is no such reservation for students belonging to economically weaker sections of the society.

e. Minority

There is reservation for students belonging to minority community as per Government orders issued from time to time. The college offers various benefits as per the direction from the Central Government, State Government and its affiliating University offers in every possible way to the students belonging to the minority community.

f. Athletes and Sports Persons:

Sports candidates are given admission based upon their excellence in athletics or sports activities at regional or national level. The sports students are encouraged to participate in various games and bring laurels to the institution.

Apart from strictly adhering to the above, Kasthurba College for Women, offers women students from rural areas who are most often first generation learners, the opportunity of higher education at a minimal cost. Within our portals, students are groomed to be self-sufficient and self-reliant.

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

| Year | B.A Historical Studies | B.A Social Work |
|-------------|-------------------------------|------------------------|
| 2015 – 16 | 28 | 28 |
| 2014 - 15 | 27 | 28 |
| 2013 – 14 | 23 | 23 |
| 2012 – 13 | 20 | 23 |

There has been an increase in admission over the last four years due to the following reasons:

- Earlier, students were unaware of this small college for women offering just two courses.
- The students were unaware of the opportunities for employment after finishing B.A Historical Studies.
- The students were unfamiliar with the course B.A Social Work

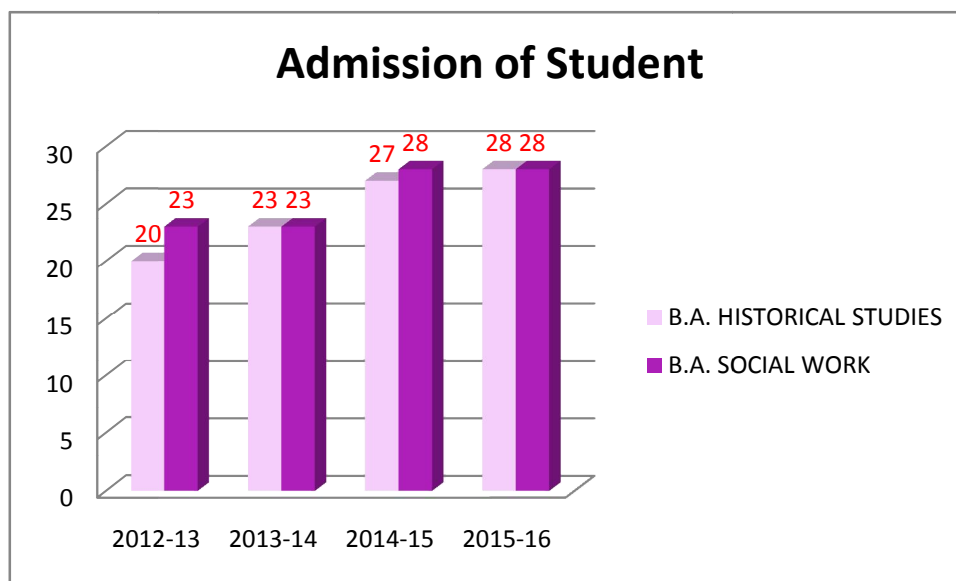


Fig. 1

- To overcome the above mentioned short-comings, the common Admission Process was initiated. At the counselling session, the students and their parents are given orientation about the courses and the job opportunities available on completion of the same.
- Since there is now a better understanding of the nature of the courses, the college gets a better response from the student community.

2.2 Catering to Student Diversity

2.2.1 Ensuring the needs of differently-abled students catered by the institution and adherence to government policies for the same

The college admits differently-abled students. The presence of a barrier-free environment on the campus enables the students' independent mobility. As the college has B.A in Social work, faculty and students of Social work and Psychology are well aware of the physical and psycho-social need of the students with disability and are ready to professionally integrate them in the college.

2.2.2 Assessment of students' needs in terms of knowledge and skills before the commencement of the programme

Since the admissions are done centrally, only the marks obtained in the Higher Secondary examination helps in assessing students' knowledge and skills. However, the needs of the students are assessed during the semester. By the end of the first semester, the teachers get a fairly good idea about the strengths and weaknesses of individual students. Those with learning disabilities are identified and these students are given special or remedial classes to overcome their areas of difficulty.

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

Add-on courses for students belonging to SC/ST are regularly carried out inside / outside the college premises. The one year course on Computer skill training helps the students to bridge the knowledge gap in information technology. Remedial classes are conducted by respective faculty for the students who are in need of special focus for their academic achievement.

2.2.4 Sensitization of staff and students on issues such as gender, inclusion, environment etc.

The college conducts various sensitization programmes on women empowerment, Nutrition and Dietetics, Significance of Breast feeding, Rehabilitation of the Disabled, Guidance on seeking help for sexual harassment, and Life skills training workshops are being carried out periodically during the working days of the college.

2.2.5 Identifying and responding to special educational/learning needs of advanced learners

Teaching faculty are well aware of the special need of students with high performance and intelligence. They are also well equipped in managing the students' intellectual thirst and keep them on par with students of high intelligence of other colleges. The following steps are followed in identifying and responding to the needs of such students:

1. Students of high intelligence are identified through regular tests and classroom interactions.
2. They are provided with more learning inputs and are assigned more responsibility in projects like seminars and mini projects.
3. Students are guided towards more self-learning.
4. They are motivated to ensure optimal performance.

2.2.6 Students who are at risk of drop out and the efforts taken to continue their studies

The following criteria are followed in identifying students who are at risk of discontinuing the course

- Irregular attendance
- Poor performance in classroom activities
- Poor compliance to teachers' deadline in completion of tasks

After the identification process, the student is constituted to analyze the problem. Based on the situation, the constituent tries to motivate the student to continue the course. In certain situations, the parents are also counseled and asked to support their daughter in their education.

Some of the common factors for drop outs encountered, since the inception of the college are,

- Early marriage and pregnancy
- Financial problem at the family level

- Faculty members do their level best to help the students concerned to continue their course of study by providing pre-marital counseling and marital counseling for the students.
- Some faculty members also provide financial assistance by way of paying tuition fees, exam fees and the like and purchasing study material for them too.

2.3 Teaching-Learning Process

2.3.1 Planning and organizing the teaching, learning and evaluation schedules (Academic calendar, teaching plan, evaluation blue print, etc.)

At the end of each academic year, the Principal, together with the various Heads of Departments chart out the academic plan for the next year. This is done in consultation with three things:

- The calendar of the previous academic year
- The University's academic calendar
- The prescribed syllabus

The University prescribes ninety working days per semester and the college works its programme around these ninety days. At the end of the Academic Year, the next academic year's schedule is fixed so that the calendar can be prepared and distributed to the students. The re-opening of the college after the semester holidays and the last working day is noted. In between, each department puts forward its plans for its students.

The teachers use the workings of the previous semesters to plan for the coming semesters. If a certain plan did not work out well previously, that method would be dropped and another would be adopted.

The College is very committed towards the all round development of its students. Hence, together with the academic planning, provisions are also made for programmes that will enhance skills and personality. Keeping in mind the funds allocated to the college, each department works out seminars and workshops. It is also borne in mind that other institutions will also come forward with the offer to conduct similar programmes on campus and so provisions are made to accommodate such programmes also without disturbing the normal schedule too much.

2.3.2 IQAC's contribution to improve the teaching –learning process

IQAC was established in the year 2007 as per the intimation from the government. The cell maintains records, conducts meetings and monitors growth, hitherto through informal mechanism.

2.3.3 Student-centric learning, support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students

The support structures available for the staff are as follows:

- The college has a well-stocked library with the latest books and journals which the staff use and then transmit the new information obtained to their students.
- The staff also obtain access to other journals through the INFLIBNET facility available in the library.
- The staff are encouraged to participate in Orientation and Refresher courses, Seminars, Conferences and Workshops. The knowledge obtained in these courses are also transmitted to the students.
- Four classrooms are fitted with a projector and the allied fittings. Teachers who need to use technology to teach a particular lesson make use of the classroom.

2.3.4 Nurturing critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators

Critical thinking is enhanced through group discussions, brainstorming sessions, and debate on special topics. Students are encouraged to read dailies and are asked to discuss the issues that stimulate their interest.

Creativity is ignited through participation in drama, skits, poem and essay competitions conducted by the college as well as competitions conducted by other Institutions. Scientific temper is stimulated through classroom discussions, guidance in referring journals, magazines and daily newspaper from the library. Students are highly motivated to ask questions related to academic as well as societal issues. Students are given the strong message that learning is a process that starts from the womb and ends in the tomb. They are taught to learn from different sources around their life and from their own experiences and that of others.

2.3.5 Technologies and facilities available used by the faculty for effective teaching

LCD projectors are used extensively to augment the teaching-learning process. Smart classroom and language laboratory are used appropriately in appropriate measure to make the student an effective learner.

2.3.6 Exposure to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)

Students have participated in various seminars and workshops organized by the Pondicherry University and Kanchi Maamunivar Centre for Post Graduate Studies. Students of Social Work have attended a consortium on “Emerging Trends in Early Childhood Care and Development” organized by the Department of Social Work, Pondicherry University. Experts are also invited over regularly to

deliver lectures on relevant topics. Educational tours form a compulsory part of the syllabus.

2.3.7 Academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advise) provided to students

| Nature of services | Process | Number of students benefitted |
|---------------------------|--|--------------------------------------|
| Academic Services | <ul style="list-style-type: none"> • Individual attention and support in academics is given by faculty • Motivation to continue higher education is given for third year students. | 60 -70 students / year |
| Psychosocial Support | <ul style="list-style-type: none"> • Faculty of the departments of Social Work and Psychology identify the students in need of such services and give student counseling, parental counseling and also make home visits as and when necessary. | 3 – 5 students / year |
| Counselling and Guidance | <ul style="list-style-type: none"> • As the students belong to rural and low socioeconomic status, they encounter a large number of problems at family level and it has a detrimental effect on academics. The Counselling cell functions on campus and provides the necessary services and does referrals wherever needed. | 15 – 20 students / year |
| Mentoring | <ul style="list-style-type: none"> • Student mentoring is carried out by all the faculty. | 60 students / year |

2.3.8 Innovative teaching approaches/methods adopted by the faculty during the last four years.

In the last one year, a lot of technology has been purchased by the institution and now teachers are using these audio-visual aids for more effective teaching. The students evince great interest in the lessons when they are taught through technology.

2.3.9 Use of library resources to augment the teaching- learning process

- The library is open during the college working days as well as during semester holidays. Teachers guide the students in getting relevant information from library resources.
- Students are given assignment during vacations to maximize their learning capacity.
- The library is also equipped with Internet and INFLIBNET facilities and students use these provisions to gain more knowledge.

2.3.10 Challenges faced in completing the curriculum within the planned time frame and calendar

The Even Semester is shorter than the Odd Semester. In addition to this, celebrations such as Annual Day, Sports Day, Fine Arts day etc. are conducted only during the Even Semester. As this is the case, teachers have to adhere strictly to the schedule to ensure completion of the syllabus. Sometimes bandhs force the institution to shut down. In such cases, the teachers call for special classes either after college hours or on Saturdays to complete their syllabus.

2.3.11 Monitoring and evaluating the quality of teaching learning by the institution

The progress of the students is evaluated through regular tests which each teacher conducts after the completion of a particular unit and through model examinations. The marks of the students and their

overall performance are made known to them and the areas of difficulty are identified and remedial steps are taken.

In case a particular student skips the tests periodically, the subject teacher reprimands and motivates her. If she doesn't pay heed, then it is brought to the notice of the head of the department. If the problem, still persists, it is taken to the Principal's notice for further action.

2.4 Teacher Quality

2.4.1 Strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.

As it is a Government run Society College it naturally attracts the teachers of best quality from everywhere. The job security, good working environment, incentives for higher qualifications, periodic increments, guaranteed pay revision and freedom for mobility are the factors which attract and retain qualified and competent teachers here. All of the above is on par with 100% on Grant-in-Aid and not just for the Salary component.

The Society conducts interviews as per the guidelines issued by the UGC. Pondicherry Society for Higher Education (PONSHE) advertises in the local newspapers and leading national newspapers in order to reach the best teachers available in the other states of the country as well. The college has 13 faculty out of which 12 are permanent and all 12 are qualified either with Ph.D. or NET/SET and some with both Ph.D. and NET. UGC pay is given to all the permanent staff.

2.4.2 Demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.) and the details on the efforts made by the institution

As no new courses other than the existing two have been introduced, the college has not met with the problem of scarcity.

2.4.3 Staff development programmes during the last four years and the strategies adopted by the institution in enhancing the teacher quality.

a) Nomination to staff development programmes

| Academic Staff Development Programmes | Number of faculty nominated |
|--|------------------------------------|
| Refresher courses | 10 |
| HRD programmes | Nil |
| Orientation programmes | 12 |
| Staff training conducted by the university | 01 |
| Staff training conducted by other institutions | 06 |
| Summer / winter schools, workshops, etc. | Nil |

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning

When new technology is introduced in the classrooms, every teacher is given orientation as to its usage so that every teacher would be competent enough to use the same.

Percentage of faculty

| | | |
|-----|--|-------------|
| 1. | Invited as resource persons in Workshops/Seminars/Conferences organised by external professional agencies | 25% |
| 2. | Participated in external Workshops/Seminars/Conferences recognized by national/international professional bodies | 100% |
| 3.. | Presented papers in Workshops/Seminars/Conferences conducted or recognized by Professional agencies | 70% |

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

Faculty members of the college are motivated to participate and present papers in seminars, conferences and workshops. For this they can avail of 30 days of duty leave per academic year. Apart from this, our staff also act as resource persons in other institutions of higher learning. Also faculty members are allowed a maximum of 15 days special casual leave without any restrictions.

2.4.5 Awards / recognition received by the faculty

Dr. D.Ramkumar Assistant Professor of English

- State award for eminence in academics for Tamil Nadu and Puducherry conferred by the Indian Association for the Blind, Madurai (Jan 2011)
- Pondicherry University Vice-Chancellor's one time gold medal for meritorious performance in Ph.D. (2012)
- Outstanding Young Person State Award JCI Puducherry (Oct 2012)

- Outstanding Young Person National Award JCI India (Dec 2012)
- Best Differently Abled Government servant of Puducherry, conferred by the Government of Puducherry (Dec 2013)

Dr. N.J. Saravanan Assistant Professor of Tamil

- Gold Medalist at the Master's and M.Phil from Pondicherry University.

Dr. T. Amudhan Assistant Professor of Tamil

- Gold Medalist at the Master's from Pondicherry University.

2.4.6 Evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

Feedback from students on teaching strategy adopted by each faculty is gathered at the completion of the syllabus every semester.

2.5 Evaluation Process and Reforms

2.5.1 Awareness about the evaluation processes to the stakeholders ensured by the institution

When the first year students are admitted into the college, they are first met, together with their parents by the Principal and Heads of the Departments. At this meeting they are given general instructions about the college, the rules and regulations and the opportunities that are available to them.

Once the students go back to their individual departments, the Heads of the Departments together with the other staff meet with them and inform them about the course curriculum, the evaluation system, the attendance requirements and the like. Earlier, only the Department of English had the internal assessment, and since English (Foundation

Course) is a compulsory paper, all the students are informed about the same. Then, Internal Assessment was made compulsory for the paper “Environmental Studies” too.

In the academic year 2013-14, Internal Assessment was done away with, by the English Board of Studies and the main papers do not have internal assessment marks. Internal marks are based on students’ performance in the classroom tests and model examinations. All these additions and deletions to the syllabus are made known to the students at the very beginning of the academic year itself.

The staff come to know of the evaluation process from the syllabus and from the peers. The college follows the Semester Pattern of examination. This is also made known both to the parents and the students.

2.5.2 Major evaluation reforms of the university that the institution has adopted

Evaluative reforms as prescribed by the University are adopted by the respective departments. The Department of Tamil introduced internal assessment for 25 marks, the Department of Social Work follows the pattern of providing 30 marks for field visit and Department of English did away with Internal marks.

2.5.3 Effective implementation of the evaluation reforms of the university and those initiated by the institution on its own

The evaluative reforms as directed by the University are monitored by the Principal and the Heads of Departments. Any changes are immediately intimated to all the concerned Staff members and they in turn inform the students. At the end of the semester, it is ensured that the reforms have been successfully implemented.

2.5.4 Formative and summative assessment approaches adopted to measure student achievement (with few examples)

Formative Evaluation

Each staff member has his or her unique teaching style that is evidenced through the delivery of subject content. To test how effective the delivery has been, frequent class tests are given. The results of the tests point out students' common grey areas and this indicates to the teacher that this area has to be retaught more effectively.

Students' learning is also moulded by giving them project work and asking them to prepare for seminars. Students take the example from the teachers' own classes and try to model their deliveries accordingly. Teachers guide them on better and more effective presentations.

Summative Evaluation

Summative Evaluation is conducted at the end of the semester by way of Model Examinations. Here the whole content is tested in preparation for the final exams. The Semester examinations is the true summative evaluation of the students' learning.

Our Example:

Earlier, there were a lot of absenteeism for class tests and the Model Exams were not taken in the spirit they were meant to be. At the staff meeting it was decided that the importance of tests and examinations had to be stressed to the students in such a way as to make them take the same test seriously. It was decided to send the results home to the parents to make them also responsible for and aware of the performance of their wards. This technique has given the whole exercise more seriousness and performance has increased.

2.5.5 Transparency in internal assessment

Transparency in internal assessment is given prior importance and thus the marks obtained by each student under different criteria such as performance in tests, class attendance and behavior are displayed on the respective Department notice boards and the College notice board.

2.5.6 Graduate attributes as specified by the college/ affiliating university

The college believes in holistic education comprising of physical, psychological, moral, intellectual and spiritual growth of each individual. The faculty members ignite the life-long self learning process among the students. The strength of the college is, it has two departments and the faculty members know each student personally. Hence, the interpersonal relationship builds a professional bond between teacher and students thus resulting in the development of the individual as a responsible adult in society.

The college also aims to make its students employable through being academically sound. To ensure that this happens, all the teachers invest their resources towards inculcating in their wards the need for education, the need for cultured behavior, the need to be honest in thought, word and deed so that when they leave the portals of the college, they leave with an all-round developed personality, ready to meet and succeed in the outside world. Since the college has girl students who hail from poor socio-economic backgrounds, the task of grooming them both academically and professionally gains all the more importance here.

2.5.7 Mechanisms for redressal of grievances with reference to evaluation both at the college and University level

The college has an Examination Nodal Officer who looks after all examination related work including grievances. The common grievances are error in the spelling of students' names or missing initials on mark sheets. Sometimes, the internal marks do not find

mention on mark sheets. The representations are made in writing to the Principal who forwards it to the Nodal Officer. Such grievances are consolidated and represented to the University and corrections are made.

Other problems that are represented concern re-totaling and in case of failures, revaluation. The fees for the same are collected, consolidated and forwarded to the University for due action.

2.6. Student Performance and Learning Outcomes

2.6.1 Learning outcomes

The learning outcomes are formulated by the Board of Studies and are clearly related at the beginning of the syllabus. The syllabus is made available to all the concerned Staff Members who ensure that the objectives are fulfilled at the end of the course. The students are also informed about the objectives and the intended outcomes of their course of study. While the Foundation Course Tamil Paper has stated outcomes for each semester, the Social Work, Historical Studies and Foundation Course English Paper have stated outcomes for the course as a whole.

Learning Outcomes for English

- Learners are expected to understand spoken English
- Learners are expected to be able to read and understand the written word.
- Learners are expected to express themselves in English both through speech and writing.
- Learners should be able to consult reference material.

Learning Outcomes for Tamil

- Learners are expected to know the History of Tamil Literature.
- Learners are expected to know the political / Social influences on literature.
- Learners are expected to know the different literary genres

- Learners are expected to know how to write poetry on their own.

Learning Outcomes for Social Work

- Learners are expected to get educated and get trained in field oriented systematic knowledge in professional Social Work in order to develop qualified professionals in Social Work.
- Learners are expected to develop knowledge, skills, attitude, ethics and values appropriate to Social Work Professional
- Learners are expected to promote integration of theory and practice in Social Work
- Learners are expected to enhance thought interdisciplinary perspective an understanding of social issues and concerns.

2.6.2 Students' results

The progress and performance of the students are assessed through formal and informal mechanisms by the teachers. The formal mechanism includes class test and model exams. Informal mechanism includes feedback from the students.

| Sl.No | Name of the Course | Result in percentage | | | |
|-------|------------------------|----------------------|-----------|-----------|-----------|
| | | 2015-16 | 2014 – 15 | 2013 – 14 | 2012 – 13 |
| 1 | B.A Historical Studies | 81% | 71% | 91% | 41% |
| 2 | B.A Social work | 75% | 71% | 74% | 71% |

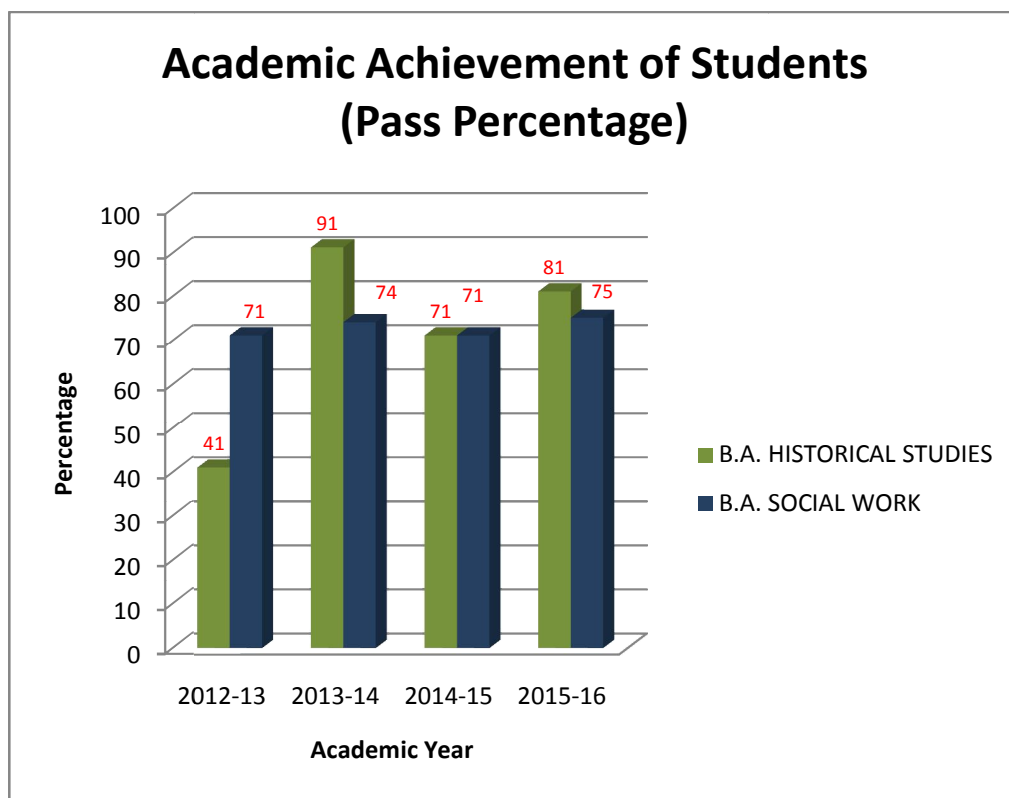


Fig. 2

The results are communicated to the students and faculty discusses the performance with each student separately. Marks such as those obtained for formative evaluation and the Semester marks are conveyed by post and at the Parent-Teacher meetings when parents meet the concerned Head of the Departments. Results of students' university examination for the past four year are provided below.

2.6.3 Structuring the teaching, learning and assessment strategies of the institution to facilitate the achievement of the intended learning outcomes

The Academic calendar is prepared and distributed to staff and students at the beginning of the first term of every Academic year. It provides the academic plan of the year. A copy of the workload distribution is submitted to the Principal. Time table for regular lectures is prepared and displayed on the notice board well in advance. This helps to ensure that the lectures start on the very first day of the academic year.

The faculty members prepare meticulously for the lectures, prepare and distribute handouts, teach the concept, make sure the students take notes and asks questions and provide space to think about the concept that has been taught. Assessment of the teaching learning process is made through prior planning of tests and model examinations.

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

The following measure are taken up by the college to enhance social and economic relevance of the courses offered:

- The scope of the course is explained to the students during beginning of the course and even throughout the programme.
- Entrepreneurship Development Programme is conducted in collaboration with Rajiv Gandhi Institute for Youth Development by the N.S.S unit of the college.
- At the completion of the course students are motivated to continue higher education and are oriented about JRF and NET.
- Students were given basic training in beauticians and tailoring courses so that they might become entrepreneurs.

2.6.5 Collection and analyzing data on student performance and learning outcomes and use it for planning and overcoming barriers of learning by the institution

The College collects data on Students' learning outcomes through results in Class tests, Internal Assessments, model examinations and final University examinations. Advanced and slow learners are identified and for the latter group, individual remedial coaching

sessions are arranged by each faculty, for achieving the learning outcomes.

Apart from the coaching given, students have access to the Question Bank maintained in the Library and in the individual departments also and the teachers go over the previous years question papers with the students to familiarize them with the paper pattern and the kinds of questions that could be asked.

The results of the tests are shown to the students, their areas of weaknesses are pointed out and advice is given on how to overcome them.

2.6.6 Monitoring and ensuring the achievement of learning outcomes by the institution

One of the most fundamental learning outcomes is to ensure that the students leave the college without any arrears. The primary goal is to see that by securing their degree certificate at the end of three years they become not only proficient in their course of study but also become eligible for higher education or a stable job. When students have arrears, the teachers counsel them as to how best they can work to clear their backlog of arrear papers. The teachers maintain a register of marks and so find it easy to identify such students and to try remedial procedures on them.

2.6.7 Use of assessment/ evaluation outcomes by the individual teachers as an indicator for evaluating student performance, achievement of learning objectives and planning

Yes, the marks received by individual students are taken as a major indicator of their performance. However, the teachers are also aware that students who do not score high marks in examinations might have potentials in other areas. Hence, such potentials are first identified. For example, some of the academically weaker students are excellent sports persons. They are therefore guided to pursue a sports degree

after graduation. Many students from the college have become successful Directors of Physical Education.

The staff also pay attention to the strengths and weaknesses of the syllabus. Changes are introduced to keep pace with the evolving times and the demands of the employment sectors.

III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 Recognized research center/s of the affiliating University or any other agency/organization in the institution

No.

3.1.2 Research committee to monitor and address the issues of research in the institution

No, but teachers who are in the process of completing their Ph.D., seek the help and guidance of those who have gone through the process.

3.1.3 Measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects

The institution helps its staff who are undergoing their Ph.D, in the following ways:

- Study leave is granted
- Increment is given as per UGC rules
- Internet and library resources available in the college can be made use of.
- Adjustment in the time table are made to help such teachers.

The following teachers are pursuing their Ph.D.,

1. Ms. K.T.Anju, Asst. Prof. in Social Work
2. Mr. C.P.Anoop, Asst. Prof. in Social Work
3. Mr. P. Ashok Alexander, Asst. Prof. in Social Work
4. Mr. P.Vijayarangam, Asst. Prof. in Historical studies
5. Mr. J.Prabakaran, Asst. Prof. in Historical Studies
6. Mrs. K.Bhuvaneswari, Asst. Prof. in Psychology

3.1.4 Efforts made by the institution in developing scientific temper and research culture and aptitude among students

Students are motivated to read journals in the library. The students of Social Work learn Social Work research wherein they are taught the basics of research methods and methodology which helps them to develop a scientific temper and research aptitude.

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

A Mini Project (one year) under Rajiv Gandhi National Institute of Youth Development (RGNIYD) on the topic “A Study on Social Adolescent Stress in Government Higher Secondary Schools in Pondicherry” was applied by Mr. C. P. Anoop, Head, Department of Social Work and sanctioned for an amount of Rs. 3 lakhs.

Staff of Social Work and Historical Studies are pursuing part-time Ph.D., in their respective fields from reputed Universities. The Principal is a registered guide with Bharathiar University and has six Ph.D., students working under her.

| Sl. No. | Name | Guideship | No. of wards |
|---------|-----------------------|-----------------------|--------------|
| 1 | Dr. Cheryl Ann Shivan | Bharathiar University | 06 |

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

The institution is yet to organize workshops, training programmes on capacity building in terms of research.

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

| Sl.No | Name of the Faculty | Specialisation |
|--------------|----------------------------|---|
| 1 | Dr.Cheryl Ann Shivan | Anglo-Indian Literature, Multicultural Literature and Indian Writing in English |
| 2 | Dr.N. Saravanan | Sangam Literature, Criticism |
| 3 | Dr.T.Amudhan | Tamil Grammar and Linguistics |
| 4 | Dr.D.Ramkumar | English Language Teaching, Indian Literatures in English |
| 5 | Dr.G.Dhanalakshmy | Training Methods, Volley Ball and Cricket |

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

Professors and Research guides from Pondicherry University often visit the College to deliver lectures to the students. Retired Professors are also invited to motivate the students.

3.1.9 Percentage of the faculty utilized Sabbatical Leave for research activities

Study leave facility has also encouraged others to register for research. No faculty has utilized Study Leave till date.

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

The departments of Tamil and English have certainly transferred the knowledge gained in through research to the students through classroom teaching. Their classes have become all the more interesting because of the various examples and references they are able to give the students.

3.2 Resource Mobilization for Research

3.2.1 Optimal use of various equipment and research facilities of the institution by its staff and students

Two classrooms are now technologically equipped. Whenever a teacher wishes to use these equipment for teaching he or she may do so. The library and staff rooms are equipped with internet and INFLIBNET facilities for the use of both staff and students.

3.2.2 Special grants or finances from the industry or other beneficiary agency received by the institution for developing research facility

The institution received a preparatory grant of Rs. 10 lakhs from RUSA. A part of the amount was spent on the purchase of equipment, which is / was useful to enhance teaching skills and also for the use of those pursuing research.

3.2.3 Support provided to the faculty in securing research funds from various funding agencies, industry and other organizations

As the college has not yet secured the 12(B) status, it is not eligible to receive grants. However, efforts are being taken to set up our own building after which the college will apply for 12(B) status.

3.3 Research Facilities

3.3.1 Research facilities available to the students and research scholars within the campus

Though the institution is not a Research Centre, those pursuing research can make use of the books and journals in the library. The internet alongwith On-line journals can also be sourced from the library.

3.3.2 Institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researches especially in the new and emerging areas of research

It has become the topmost priority of the institution to raise its own building so that all the necessary infrastructure can be put in place to foster a better learning environment. The government has procured 13.5 acres of land five kilometers away from the present location of the institution. In-Principal approval has been procured from the government to shift the college. A draft building plan has been submitted. Approval of the same is pending.

3.3.3 Research facilities made available to the students and research scholars outside the campus / other research laboratories

The Union-Territory of Puducherry has two renowned libraries where the students can collect research material. Both the libraries are long-standing. They are the Roman Rolland Library which is run by the Government of Puducherry and the French Institute of Puducherry which is a Financially Autonomous institution under the joint supervision of the French Ministry of Foreign Affairs and International Development and the French National Centre for Scientific Research. These institutions house some of the best research material / facilities in the whole nation. Anyone interested in using these facilities may register with them.

All the staff of the department of History are members of the South

Indian History Congress. All the staff are also research scholars and the facilities and opportunities offered by this body is availed of by the staff.

3.3.4 Details on the Library / information research centre or any other facilities available specially for the researchers

Except for what has been answered in 3.3.3, no other separate facilities are available.

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of Research studies or surveys benefiting the community or improving the services

Dr.D.Ramkumar's contribution in research helps teachers to teach language to the disabled. The book entitled Teaching of English to the Visually-Challenged is kept in the school libraries of all the special and regular schools in Tamilnadu and Puducherry. The book serves as a guide for the teachers who teach English for the differently abled.

As per the information available at Pondicherry University, the doctoral research entitled "Puducherry Writing in English – a Historical and Critical Study" was the first of its kind to explore and compile all writing in English that hail from the U.T of Puducherry.

3.4.2 Publication of research journal

No

3.4.3 Details of publications by the faculty and students:

Publication per faculty

| Name of the faculty | Number of papers presented | Number of articles published in journals | Books reviewed | Books with ISBN/ISSN numbers with details of publishers |
|----------------------------|-----------------------------------|---|-----------------------|---|
| Dr.Cheryl-Ann Shivan | 2 | 6 | — | ISBN 978-0-9754639-4-2 ISBN 978-8188-0-1 ISBN 978-0-9754639-7-0 |
| Dr.T.Amudhan | 4 | - | 1 | |
| Dr.N.J.Saravanan | 1 | — | — | |
| Dr.D.Ramkumar | - | 2 | - | ISBN 81-87299-22-3 |
| Mr. J.Chalapathi Rao | - | 4 | - | |
| Mr. P.Vijayarangam | 4 | - | - | |
| Mr. P.Sadish | 11 | - | - | |
| Mr. J.Prabakaranan | 7 | 1 | — | |
| Mr. C.P.Anoop | - | 2 | - | |
| Ms. K.T.Anju | 1 | 1 | - | |
| Mr. P. Ashok Alexander | 3 | 9 | - | |
| Mrs. K.Bhuvaneswari | - | 1 | - | ISBN 978-81-239-2022-1 |
| Dr. G. Dhanalakshmy | 6 | 3 (Journals) and 4(Proceedings) | - | |

3.5 Consultancy

—

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 Promoting institution-neighbourhood- community network and student engagement, contributing to good citizenship, service orientation and holistic development of students by the institution

The N.S.S unit of the college conducts regular cleanliness programmes through the year. Red Ribbon Club organizes awareness programme on AIDS, Reproductive sexual health and various other programme for the students.

The Department of Social work conducts rural camp, in which students study the problems pertaining to certain villages and conducts various activities including medical camp, student motivation activities.

The Puducherry State Social Welfare Board is in the process of setting up pre-marital counselling centres in schools and the college has been identified as a potential centre. The college has requested permission from the Pondicherry Society for Higher Education to submit a proposal for the same.

3.6.2 Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles

All the activities of the students undertaken in this regard are only with the permission of the Head of the Institution and the staff. Hence, all activities are closely monitored and reported.

3.6.3 Soliciting stakeholder perception on the overall performance and quality of the institution

Student representatives share good rapport with faculty members and the Principal and can share their views and suggestions at periodical meetings. The Principal interacts personally with the students regularly. The faculty members convey their opinion and grievances

to the Principal during regular staff meeting. Parents also share views and offer suggestions. The college has a registered Parents-Teachers Association (PTA). Alumni also contribute their perceptions.

3.6.4 Institutional plan for its extension and outreach programmes.

The respective coordinators plan extension and outreach programme in consultation with the Principal and execute the same either through the N.S.S activities or departmental out-reach programmes. The funding for N.S.S programmes is from State N.S.S office and for individual departments, the institution makes the necessary arrangements. Many times, need based programmes are planned and implemented. Topics like Reproductive Sexual Health, Nutrition and Health are areas focused on for the promotion of health.

Impact of programme on the overall development of students are as follows

- Students learn about the living conditions of rural and urban population.
- They understand the various problems encountered by them.
- They participate in the planning of remedial measures towards the same.
- The value of social responsibility is inculcated among students
- The students appreciate their cultural heritage.

3.6.5 Promoting participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies

The College motivates and provides opportunities for the student volunteers to participate in the activities conducted in the college and in other institutions. Student volunteers regularly participate in all N.S.S related activities. Students are highly self motivated and interested in the extension activities.

3.6.6 Details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society

Apart from the regular N.S.S activities the Volunteers of N.S.S conduct camp in a selected place every year. Following are the details of the camp

| Sl.No | Duration | Details of the Programme | No. of Volunteers involved |
|-------|--------------------------------|--|----------------------------|
| 1 | 25.03.2015 to 31.03.2015 | Special Camp at SundaraMooorthy Vinayagapuram, Villianur | 50 |
| 2 | 08.01.2016 to 14.01.2016 | Special Camp at SundaraMooorthy Vinayagapuram, Villianur | 50 |

The students of the Department of Social Work are regularly involved in extension activities as part of their syllabus.

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

The students of Social Work get hands on experience as to how they have to approach social problems, and how to plan and implement remedial measures. N.S.S Volunteers improve their social values and aesthetic values during the course of their N.S.S activities. These activities bring about social awareness among the students and they in turn spread this awareness among their friends in the community.

3.6.8 Involvement of the community in institution's out reach activities and contribution to the community development

The department of Social work organizes a rural camp each year as part of the curriculum. The students do a small survey on the needs of the community, interact with the village panchayat leaders for approval and they prepare a plan of action for the camp. The opinion of the leaders and the people are given due weightage throughout the camp.

The N.S.S unit plans and executes programmes for the betterment of the community around the college. After adopting a village for the N.S.S programme, the view of the community is gathered and they are made to participate in the reach out activities for them.

3.6.9 Details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

The Assistant Professor of Applied Psychology conducts a sensitization programme on child abuse titled “Good touch-Bad touch” for the students of Kannagi Govt. Higher Secondary School, Villianur annually. This helps to built a good rapport with the school. The Principal also develops a professional relationship with the Commisioner of Villianur Commune and the Block Development Officer as well as with the personnel of the Police Department.

3.7 Collaboration

A proposal is being readied to set up a pre-marital counselling centre in collaboration with the Pondicherry State Social Welfare Board, pending approval from the Pondicherry Society for Higher Education.

All the Staff of the Department of Historical Studies are members of the South Indian History Congress and actively promote all the activities of this body.

Eminent People who have visited the institution

1. Thiru.N.Rangasamy
Chief Minister of the U.T of Puducherry
2. Thiru.N.Thiayarajan
Minister of Education (School)
3. Thiru.Namasivayam
Minister of State
4. Thiru. Theni.Jayakumar
M.L.A, Villianur Constituency, Puducherry
5. Thiru. J.Narayanasamy
M.L.A Villianur Constituency
6. Thiru S.Natarajan
M.L.A Villianur Constituency
7. Thiru Y.L.N.Reddy
Secretary to Government (Home)
8. Thiru T.Karikalan
Special Secretary to Government (Fisheries)
9. Dr.Vidyaa Ramkumar
Chairperson, CWC, Puducherry.
10. Ms.Rachna Singh
Superintendent of Police, Puducherry
11. Ms.Sheetal,
Counsellor,
Mahatma Gandhi Medical College and Research Foundation,
Puducherry.
12. Thiru.N.Sivakumar
Hon'ble Presiding Officer
Industrial Tribunal-cum-Labour Court, Puducherry
13. Thiru.V.Padmanabhan
Hon'ble Chief Judicial Magistrate, Puducherry

14. Tmt.P.Ragini
Director Art and Culture
15. Thiru S.Paneerselvam
Director, DHTE
16. Dr.Mamota Das
Director, Academic Staff College – Pondicherry University
17. Mrs. S. Malathy
O.S.D – Directorate of Higher and Technical Education
18. Dr.V. Varalakshmi
Principal, Bharathidasan College for Women.
19. Thiru T.Kolandaisamy
State Liason Officer, NSS Cell
20. Thiru S.V.Sekar
Cine Actor
21. Mr. M. Muniswamy
Secretary – Pondicherry State Social Welfare Board

IV: INFRASTRUCTURE AND LEARNING RESOURCES**4.1 Physical Facilities****4.1.1 Policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning**

Policy has been framed to develop the college by acquiring land and construction of separate building under the RUSA project. Periodical review and follow up for establishing separate building is being carried out by the Principal and administrative staff. The Government has allotted the college 13.5 acres of land in the village of Korkadu. Necessary steps to erect a building and to shift the college is being taken by the Chief Minister, the Secretary to Government (Education), the Member Secretary of the Puducherry State Higher Education Council for RUSA and the Principal.

4.1.2 Detail the facilities available for

- a) **Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories etc**

| Sl.No | Available space | No of rooms | Available facility |
|-------|--------------------------------------|-------------|---|
| 1 | Office room for Principal | 1 | Air conditioned, Fax machine, Intercom, Photocopier machine, Computer, Printer, WIFI enabled. |
| 2 | Office room for administrative staff | 1 | Three computers with internet, Printer, Scanner, Intercom facility |
| 3 | Room for teaching faculty | 1 | Well-ventilated, spacious for all the faculty members, two computers with wi-fi, Printer, R.O water purifier. |

| Sl.No | Available space | No of rooms | Available facility |
|-------|---|-------------|------------------------------------|
| 4 | Smart class room | 4 | |
| 5 | Language laboratory cum computer class room | 1 | Air conditioned facility |
| 6 | Lecture halls | 6 | Conducive for teaching |
| 7 | Physical education room | 1 | |
| 8 | Playground | 2 acres | |
| 9 | Library | 1 | |
| 10 | Ladies Retiring Room | 1 | |
| 11 | Store Room | 1 | |
| 12 | Hostel | | SC/ST Hostel housed in the campus. |

(Land transfer copies are enclosed)

4.1.3 Institutional plan for optimal utilization of available infrastructure in line with its academic growth

The Principal, administrative staff and the teaching faculty make use of the available infrastructure facilities and make the teaching-learning process a student friendly one. Students are provided computers with internet connection in the library to access e-resources. Procurement of land and construction of building is being carried out with approval of the Government of Puducherry.

4.1.4 Infrastructure facilities to meet the requirements of students with physical disabilities

All the classrooms are on ground floor, ramp facility is available with access to one class room and the library.

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

Not applicable

4.1.6 Provisions made available to students and staff in terms of health care on the campus and off the campus

First aid box is available. In case of emergencies the students and staff can be shifted immediately to the Primary Health Care Centre which is accessible within five minutes, as it is located half a kilometer away from the college.

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

Spaces available for common facilities on the campus are :-

- Safe drinking water facility is available (R.O System)
- Play ground for outdoor sports (2 acres)
- Canteen
- Physical Education room

4.2 Library as a Learning Resource

4.2.1 Advisory Committee for Library. Significant initiatives have been implemented by the committee to render the library, student/user friendly

The library has an Advisory Committee consisting of the Principal as its Chairperson and the Heads of the Departments as its members. Student representative from each department provide their suggestions and feedback about the requirement of the library. The committee meets for discussing the annual budget plan, procurement of books, journals, periodicals and magazines. The suggestions made by the students to purchase more textbooks and books authored by Indian authors were implemented.

The committee formulates development plans and recommends facilities for implementation. The committee gives guidelines for the procurement of costly books, internet journals, hardware and software necessary for the library. The following suggestions were made and initiated in the library

- Internet services for both students and faculty
- Ready References Services are provided
- Membership of INFLIBNET N-list
- Increase in purchase of library Books
- Latest syllabi available in the library.
- Information on new arrivals are provided.
- Students are rewarded and reinforced by providing prizes for best library user for each academic year.
- Automation.

4.2.2 Details of the Library

- **Total area of the library (in Sq. Mts.)** : 576 Sq mts
- **Total seating capacity** : 30
- **Working hours** : 5 days a week
(Monday to Friday)
 - On working days** : 8 hours per day
 - Before examination days** : 8 hours per day
 - During Examination** : 8 hours per day
 - During vacation** : 8 hours per day
- **Layout of the library** : Layout of the library
includes – book display system, fire extinguisher, space for general reading and reference, space for accessing e-resources and space for periodicals (newspapers and magazines)

4.2.3 Purchase and use of current titles, print and e-journals and other reading materials, amount spent on procuring new books, journals and e-resources during the last four years.

As per the requirements made by the faculty of the Departments, a list of text books and journals are prepared and such lists are approved by the Advisory Committee. The library procures these books and journals after cross-checking the availability of these in the library. In case copies are available but are not sufficient are not of the latest edition, procurement is done in consultation with the concerned faculty.

| Library Holdings | 2012-13 | | 2013-14 | | 2014-15 | | 2015-16 | |
|-------------------------|------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Number | Cost in rupees | Number | Cost in rupees | Number | Cost in rupees | Number | Cost in rupees |
| Books | 284 | 39,473 | 438 | 1,09,354 | 502 | 1,05,000 | 416 | 1,49,999 |
| Journal Periodicals | 26 | 27,236 | 31 | 33,549 | 37 | 47,048 | 55 | 75,638 |
| E-resources | INFLIBNET N_List | | | | | | | |

4.2.4 Details on the ICT and other tools deployed to provide maximum access to the library collection

- **OPAC** : Not Available
- **Electronic Resource Management** : Not Available
- **Federated searching tools to search articles in multiple databases** : Not Available
- **Library Website:** : No Separate website
- **College website.** : www.kcw.co.in
- **In-house/remote access to e-publications** : Available through INFLIBNET
- **Library Automation** : Automated
- **Total Number of computers for public access** : 02
- **Total number of printers for public access** : 1
- **Internet Band Width/speed/2mbps/10mbps/1gb** : 40 mbps

- **Institutional Repository** : Not Available
- **Content management system for e-learning** : Not Available
- **Participation in Resource sharing network** : College Library is a member of INFLIBNET

4.2.5 Details on the Library usage

- **Average number of walk-ins** : 30
- **Average number of books issued/returned** : 10
- **Ratio of library books to students enrolled** : 1:19
- **Average number of books added during last three years** : 400
- **Average number of login to OPAC** : Not Available
- **Average number of login to e-resources** : 15
- **Average number of e-resources downloaded/Printed** : 15
- **Details of “weeding out ” of books & other materials :**
Newspapers and magazines are weeded out after 2 years

4.2.6 Give details of the specialized services provided by the library

| | |
|---|--|
| Manuscripts | Not available |
| Reference | Available and accessible by students and faculty |
| Reprography | Available (within the campus) |
| ILL (Inter Library Loan Service) | Not available |

| | |
|--|--|
| Information deployment and notification | Not available |
| Download | Available and accessible to students and faculty |
| Printing | Available |
| Reading list/ Bibliography compilation | Available |
| In-house/remote access to e-resources | Available |
| User Orientation and awareness | Provided to first year students |
| Assistance in searching Databases | Unlimited assistance |
| INFLIBNET facilities | Available |

4.2.7 Support provided by the Library staff to the students and teachers of the college.

The Assistant Librarian is highly efficient in assisting and guiding students and teachers in accessing books. The strict disciplinarian approach helps in maintaining discipline in the library so that serious studies could be carried out in the library. The students are helped by the Assistant Librarian to access the e-journals and e-books. The faculty members provide the list of catalogues of various publishers so that new and relevant books can be purchased.

The Assistant librarian keeps the users informed about new arrivals in the library. Books are issued to faculty members as per their needs without any restriction. Students are issued books on first come first served basis.

4.2.8 Special facilities offered by the library to the visually/physically challenged

The college does not have physically challenged students at present. As regards the visually/physically challenged staff, the library staff are ready to assist in obtaining materials/documents. They are also given top priority while issuing books.

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

Yes, feedback is collected in a prescribed format from all the library users about the facilities and services offered by the Library. The feedback form is collected and analyzed by the library committee and suggestions for improvement are verified. After the analysis of the feedback, necessary measures are taken to improve services. Efforts are made to redress grievances.

Future plans of the library:

- To create a Book cell for books for competitive exams.
- To extend the Library with separate periodical section.
- To create more space for Library.
- To increase the number of Journals/Periodicals.
- To introduce Bar-Coding System.
- To install air conditioners in the library

4.3 IT Infrastructure

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

| | |
|---|---|
| Number of computers with Configuration (provide actual number with exact configuration of each available system) | 25 computers with Dual Core, Intel Core I3-2100, 2.93 Hz and 3.1 Ghz, 3 MB Cache 1066 Mhz. 1,2 and 4 GB 800 Mhz DDR3 RAM with 8 GB expandability. Monitor 18.5 LED O.S Windows 7 and 8 3 computers with Intel Core I3, 1 TB hard disk, 4 GB RAM, Monitor 22 inch, O.S Windows 7 |
|---|---|

| | |
|-------------------------------|---|
| Computer-student ratio | 1: 7 |
| Stand alone facility | Yes, all the computers are supported with UPS |
| LAN facility | Available |
| Wi fi facility | Available |
| Licensed software | Windows 7 and 8 |

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

The college provides computer in the library for students and faculty members for accessing e-resources while they are in library. Computers with internet facility are given for faculty in their respective department for preparing lectures, power points and references and research related activities inside the campus.

4.3.3 Institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities

The college plans to purchase computers for all the teaching faculty through fund from RUSA.

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

Though there is no separate budget plan for the procurement of computers, need based purchase is made from the available fund from additional financial assistance received from Scheduled Caste Sub-Plan and RUSA.

4.3.5 Institutional mechanism to facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students

Faculty members maximize the usage of ICT resources for facilitating teaching learning outcomes. Students are given seminars and assignments wherein they browse and collect valid data from the electronic resources, present it in the class and discuss the same. Faculty members attend ICT training programmes to update their knowledge regarding the same.

4.3.6 Technology based learning activities deployed by the institution placing the student at the centre of teaching-learning process

Students learn how to get the relevant and valid information through technologies with teachers as their facilitators. Students prepare assignments and reports by collecting data from books in the library as well as from the e-resources.

4.3.7 Availability of the National Knowledge Network connectivity directly or through the affiliating university

Steps are being taken to avail of the National Knowledge Network connectivity.

4.4 Maintenance of Campus Facilities**4.4.1 Optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities by the institution**

| | | 2015-2016 | 2014 -2015 | 2013 -2014 | 2012-2013 |
|----|-----------|-----------|------------|------------|-----------|
| a. | Building | - | - | - | - |
| b. | Furniture | - | - | - | - |
| | | 2015-2016 | 2014 -2015 | 2013 -2014 | 2012-2013 |
| c. | Equipment | - | - | - | - |
| d. | Computers | 71,970 | 37,400 | 1,50,000 | 50,000 |
| e. | Vehicles | 2,64,000 | 3,000 | 2,500 | 3,000 |
| f. | Any other | 2,04,000 | 5,12,579 | 1,50,000 | 6,23,940 |

4.4.2 Institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college

As and when any equipment goes out of order the same is repaired. If the cost is minimal, the Principal has the power to get the repairs/servicing done immediately. If the equipment is under warranty, the concerned service providers are contacted and the equipment is given for repair. If the warranty has expired and if the cost of repairing the same is high, then quotations are called for and the same are forwarded to the Pondicherry Society for Higher Education for expenditure sanction. The approval does not take more than a fortnight to be granted.

4.4.3 Measures for the equipment/ instruments

As there are no Science departments we do not maintain any laboratory equipment.

4.4.4 Steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)

UPS is installed to protect the sensitive equipment. Inverter helps in saving the valuable data while processing it.

V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

5.1.1 Annual publication of updated prospectus/handbook by the institution

Every year, a prospectus is printed and issued in common for the six government and government-run society colleges as the information contained therein is both common and particular – ‘common’ in the sense that the rules and regulations and the method of admission is the same and ‘particular’ in that there is information provided that pertains to each college in particular.

The information provided to the students fall under the below mentioned heads:

1. Important Instructions to the students

This section provides information concerning the application form that accompanies the prospectus, the method of filling in the form, the enclosures to be submitted, the last date of issue and receipt of application forms, the check list and the name and address of the competent authority to settle disputes.

2. Information to the Candidates

This section provides information regarding the colleges that come under the Centralized Admission Procedures for Arts and Science Courses (CAPASC), and the category (Urban or Rural College).

3. Courses Offered and Eligibility Conditions

This section provides information on 30 courses offered in total by the 6 colleges, together with the course code and eligibility conditions such as a plus two pass or its equivalent. In addition, certain courses require that the students also study certain subjects in their Plus Two to be eligible for a certain degree.

4. Details concerning Medium of Instruction, Supplementary marks, Lateral Admission
5. Reservation of seats
6. Definition of Puducherry Union Territory Resident
7. Conditions for availing Sports Quota
8. Basis of Calculating Aggregate Percentage of Marks and Normalized Percentage.
9. Individual College Details

This section includes the address of the individual college along with phone, fax, website and email address. It also contains the name of the Principal and a list of courses available with the sanctioned strength.

5.1.2 Institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time

As the College is a Government-run Society College, the fees are prescribed by the government and is very minimal. The college cannot make any changes in the fees prescribed, nor and offer freeships. However, members of the staff are able to identify those students who need financial assistance to buy books or pay exam fees and come forward to help such students without expecting anything in return.

The scholarships that the students avail of are as follows.

1. Post Matric Scholarship for Scheduled Caste Students from Adi-Dravidar Welfare Department
2. Minority Scholarship from Social Welfare Department
3. Post Matric Scholarship for Financial Assistance to U.G students from DHTE
4. Central Sector Scheme of Scholarship for College and University students from DHTE.

5.1.3 Percentage of students receiving financial assistance from state government, central government and other national agencies

| Year | Percentage of students receiving financial assistance |
|---------|---|
| 2015-16 | 42% |
| 2014-15 | 37 % |
| 2013-14 | 36% |
| 2012-13 | 37% |

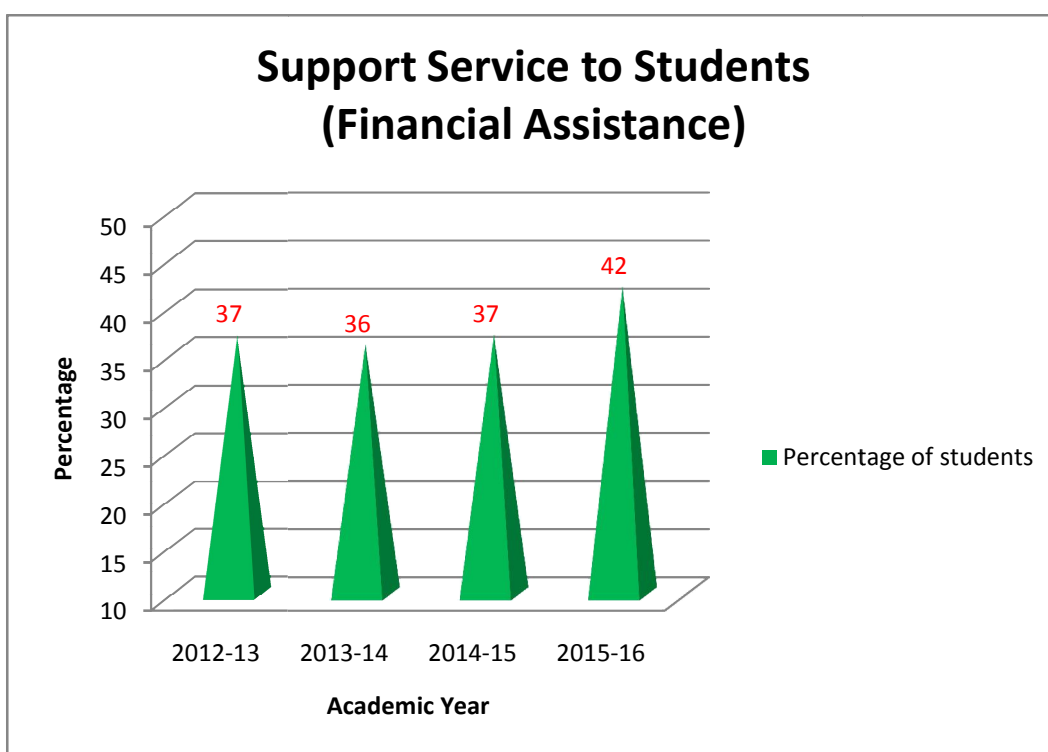


Fig. 3

5.1.4 Specific support services/facilities available for

- **Students from SC/ST, OBC and economically weaker sections** - The college provides economic, social, moral support to students belonging to weaker sections through scholarship, skill training and remedial classes. The fund

received from Central Government under SCP for the development of SC students is utilized to conduct Spoken English classes and Diploma in Computer applications

- **Students with physical disabilities** - classes on the ground floor with ramps.
- **Overseas students** - the college does not have overseas students. However there is a provision for French students residing in the Puducherry Union Territory and who are covered by the Treaty of Cession. They will be treated on par with other candidates who produce a Puducherry state Residence Certificate. Such French nationals will not be required to produce a residence certificate, but instead, they should produce a certificate of registration issued for this purpose from the French Consulate of Puducherry. These French nationals shall not be considered for admission under the quota for non-residents.
- **Students to participate in various competitions/National and International** - Faculty members render support and guidance to students in preparing for various competitions and for participating in the same.
- **Medical assistance to students: health centre, health insurance etc.** - Availability of First Aid kit. College vehicle is available to shift staff and students in case of emergency to Primary Health Centre located near the college.
- **Organizing coaching classes for competitive exams** - Special coaching sessions are conducted for the final year students to clear entrance examinations in order to pursue higher education (Post graduation)
- **Skill development** - Computer skill training is given through Certificate Course being conducted inside/outside the college
- **Support for “slow learners”** - Remedial classes are being

conducted periodically after college hours. The students who have performed poorly in academics are identified and remedial classes are conducted on a regular basis for them after college hours.

- **Exposures of students to other institution of higher learning/ corporate/business house etc.** - The Students of second and third year B.A Social work are required to visit various Government and Non-governmental organisations as a part of their field work practice in order to gain exposure regarding their functioning and also to equip themselves with required skills to attain professional competence.

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

The college under its NSS programme conducted a one week workshop on women entrepreneurship in association with Rajiv Gandhi National Institute of Youth Development, Sriperumbathur, Tamil Nadu and ICT Academy of Tamil Nadu, Chennai in the academic year 2015-16 for all the B.A final year students and many students are now aware about the self employment opportunities as a career option.

| Name of the Programme | Duration | Organized By | No. of Students benefitted |
|--|--------------------------------|--|-----------------------------------|
| Entrepreneurship Development Programme | 13.07.2015 To 17.07.2015 | N.S.S Unit (KCW) in Collaboration with ICT Academy of Tamil Nadu and Rajiv Gandhi Institute of Youth Development | 40 |

The final year B.A Social work students are sent to various NGOs where they co-ordinate SHG programmes in villages in order to facilitate income generation programmes among rural women.

5.1.6 Policies and strategies of the institution which promote participation of students in extracurricular and co- curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc. additional academic support, flexibility in examinations special dietary requirements, sports uniform and materials

Students have represented the college at various State level and National level sports and arts competitions. Students also represented Pondicherry University in various inter-university sports competitions. Physical Education Teacher trains the students every day and training camps are held during the summer vacation. Sports uniforms are provided to students to help them participate in various inter collegiate competitions. Faculty trains the students to participate in debates, quiz competitions and discussions.

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

The final year B.A students are given training to clear entrance exams for post graduate courses in Central and State universities.

5.1.8 Counselling services are made available to the students (academic, personal, career, psycho-social etc.) .

To cater to the personal, psycho-social and academic needs of the students, the college has a Guidance and Counselling cell with the Assistant Professor in Psychology as its coordinator. The functions of

the cell include helping the students to cope with various psycho social issues, counselling parents, as well as home visits are conducted for appropriate cases.

The Guidance and Counselling cell of the college offers individual counselling, group counselling, parental counselling, pre-marital counselling and marital counselling (according to the gravity of the issue). Life skills training is also imparted to all the students in order to equip them to cope with various problems that they may face on a daily basis and also to make them self dependent.

A two day Pre-Marital Awareness programme was organized by the college for personal, emotional, social well being of the students (22nd and 23rd August 2016).

5.1.9 Structured mechanism for career guidance and placement of its students

The college has a Placement cell and Guidance & counselling cell. Through the placement cell students are informed about diverse career options. The college has appointed a Placement coordinator who organizes such activities periodically.

Eminent resource persons from reputed industries, firms and business establishments are invited to orient the students regarding opportunities in their respective fields.

5.1.10 Student Grievance Redressal Cell

The institution has a Students' Grievance Redressal Cell consisting of the Principal as its Chairman and the Heads of the Departments as its members. The students are sensitized about their rights and are encouraged to voice their opinion regarding any instance violating such rights. A suggestion box is placed at a prominent place in the main office building where students may drop their written complaints. The cell makes sure that the complaints are addressed within the stipulated time frame. The complaints received hitherto are about the general needs of the students like need for more books in the library,

newspapers in vernacular language, more number of furniture and repair of malfunctioning electronic equipments like switches and fans. All these grievances were appropriately addressed and feedback was taken after implementing the changes.

5.1.11 Institutional provisions for resolving issues pertaining to sexual harassment

In accordance with the UGC guidelines, the institution has an Anti - sexual harassment cell with the Principal and heads of the department as its members. The staff and students of the college have been oriented about the UGC guidelines regarding the same, which are strictly adhered to.

5.1.12 Anti-ragging committee

There is an anti ragging committee in place and each year newly admitted students are informed about the functioning of the same. No incidents of ragging have been reported on the campus for the past four years.

5.1.13 Welfare schemes made available to students by the institution.

The following are the welfare schemes by the college for the students

| Type | Scheme |
|------------------|---|
| Academic | Remedial , Individual Coaching & Value added courses |
| Higher education | Coaching for P.G. entrance |
| Health | Health camps for spreading awareness and screening for common health issues that are prevalent among adolescent girls (anaemia, weight loss, poor reproductive and sexual health) |

5.1.14 Alumni Association

The college has an Alumni Association and it is in the process of being registered.

5.2 Student Progression**5.2.1 Percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.**

| Student Progression | Percentage |
|--|---|
| UG to PG | Almost 10% of the total passed out students of both the departments pursues higher education. |
| Employed <ul style="list-style-type: none"> Other than campus recruitment | 70% (both in the government and in the private sectors) Almost 5% of the total passed out students of both the departments get employed in Private and Govt. sector. |

5.2.2 Details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university).

| Sl. No | Name of the Course | Result in percentage | | | |
|---------------|---------------------------|-----------------------------|------------------|------------------|------------------|
| | | 2014 – 15 | 2013 – 14 | 2012 – 13 | 2011 – 12 |
| 1 | B.A Historical Studies | 71% | 91% | 41% | 38% |
| 2 | B.A Social Work | 71% | 74% | 71% | 81% |

5.2.3 Facilitating student progression to higher level of education and/or towards employment

Since a majority of the students are from rural backgrounds and are first generation learners, the college makes sure that the students are oriented about higher education opportunities and employment opportunities in their classes and through regular guidance and counselling by their subject teachers.

5.2.4 Special support provided to students who are at risk of failure and drop out

The students who are at risk of failure and dropping out are identified through class performance and regular class evaluation and given remedial classes after college hours. Parents are given counselling about paying proper attention to their wards' academic progress and by advising them to continue to send their daughters to college even after marriage.

5.3 Student Participation and Activities

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

The Physical Education teacher trains students in various sports events like athletics, volleyball, kabaddi, khokho, cricket, basketball and badminton. Students have participated and won prizes in many of the inter collegiate competitions conducted by Pondicherry Central University and in the inter-collegiate/University tournaments. Indoor events like caroms and chess is also provided to the students.

Summer Coaching Camp

Students of Social Work and Historical Studies were given training in Cricket and Volley ball during the summer vacation in the College Campus.

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

Inter-University Sports participation (2013 – 14 & 2014-15)

| Sl. No. | Competition | Organized by | Name of the Student | Month & Year | Position |
|----------------|--|--|--|---|-----------------------|
| 1. | South Zone Inter University Women Hockey Tournament | Mangalore University | S.Sugantha | 2013-2014 | Participation |
| 2. | South zone Inter University Women Cricket Tournament 2013-14 | Karnataka State Women's University, Bijapur | S. Saraswathi | 5 th to 9 th Nov. 2013 | Participation |
| 3. | 64 th National Basketball Championship | Basketball Federation of India | J.Nandhini A.Janani | 26 th Feb to 5 th March, 2014 | Participation |
| 4. | 4 th Senior National Hockey Championship 2014 | Director, Sports and Youth Welfare, M.P. | S. Sugantha | 13 th to 20 th March 2014 | Participation |
| 5. | Inter-Collegiate Basketball Tournament 2014-2015 | Directorate of Physical Education and Sports, Pondicherry University | H.Pavithra J. Nandhini A. Manjula S. Saraswathi A. Janani M. Gnanasundari | 15.9.2014 to 16.09.2014 | 3 rd Place |

Self-Study Report

| Sl. No. | Competition | Organized by | Name of the Student | Month & Year | Position |
|----------------|---|--|---|--------------------------------|-----------------------|
| 6. | Inter-Collegiate Handball tournament 2014 - 2015 | Directorate of Physical Education and Sports, Pondicherry University | A.Janani A.Manjula S.Saraswathi H.Pavithra J.Nandhini | 11.09.2014 to 12.09.2014 | 3 rd Place |
| 7. | Inter-collegiate Hockey tournament 2014-2015 | Directorate of Physical Education and Sports, Pondicherry University | E. Kirthika S. Saraswathi S. Sugantha N. Amala P. Mariamman K. Krishnaveni P. Manjula | 10.10.2014 | Participation |
| 8. | 43 rd Senior National Handball championship for women – 2014 | Punjab Handball Association | S . Saraswathi H. Pavithra | 28.10.2014 to 02.11.2014 | Participation |
| 9. | South zone Inter-University Basketball Championship 2014-2015 | Hindustan University, Chennai | Janani.A | 2014-2015 | Participation |

Inter-Collegiate Sports Participation (2015 – 16)

| Sl. No | Game | Venue | Organized by | Date | No of Players | Position |
|---------------|-------------|---|---|--------------------------------|----------------------|-----------------|
| 1 | Basketball | Pondicherry Engineering College | Pondicherry University | 07-09-2015 to 09-09-2015 | 12 | Participation |
| 2 | Cricket | Pondicherry University | Pondicherry University | 10-09-2015 To 14-09-2015 | 16 | Participation |
| 3 | Handball | Pondicherry Engineering College | Pondicherry University | 25-09-2015 | 12 | Participation |
| 4 | Volleyball | Rajiv Gandhi Instti. of Veterinary Education & Research, Puducherry | Pondicherry University | 05-10-2015 to 07-10-2015 | 12 | Participation |
| 5 | Athletics | Pondicherry University | Pondicherry University | 09-10-2015 to 12-10-2015 | 15 | Participation |
| 6 | Football | Pondicherry Armed Police Ground, Puducherry | Directorate of Higher and Technical Education | 12-08-2016 | 14 | Second Place |

Inter –State Sports Participation (2015-16)

| Sl. No | Name of the Student | Particulars | Date | Position |
|---------------|--|--|---|-----------------|
| 1. | J.Nandhini | South Zone Inter University Basketball Tournament SRM University, Chennai. | 24 th to 26 th September 2016 | Participation |
| 2. | J.Nandhini | South Zone Inter University Volleyball Tournament Krishna University | 10 th to 15 th February 2016 | Participation |
| 3. | J.Nandhini H.Pavithra S.Kalaimithra R.Gnanasundari R. Siva Sankari | South Zone Open National Handball Tournament Varangal, Andra Pradesh | 23 rd to 25 th March 2016 | Participation |

5.3.3 Improving the performance and quality of the institutional provisions through feedback from its graduates and employers

The college has a well functioning Alumni association which conducts periodic meetings and collects valuable feedback regarding the required modification for the better functioning of the college. Changes are proposed by alumni organization regarding curriculum and field based training and the same is incorporated in the suggestions made to the Board of Studies.

5.3.4 Encouragement for the students to publish materials like catalogues, wall magazines, college magazine, and other material.

All class rooms have notice boards in which materials relevant to their respective subjects are displayed periodically. This activity helps the students to inculcate the habit of keeping oneself updated with the current issues and developments happening around them.

5.3.5 Student Council or any similar body

The college doesn't have a student council. Each class has a student representative and all the academic issues are raised by the student representatives. As and when required the Principal takes feedback from the representatives regarding various issues.

5.3.6 Student representatives in academic and administrative bodies

Student representatives participate in planning, monitoring and evaluation of both academic and administrative bodies. Student representatives on the RUSA committee (Rashtriya Uchchatar Shiksha Abhiyan) are involved in the planning and development of various projects. Student representative are present in Advisory Committee for the N.S.S cell, Fine Arts Committee, Alumni Association.

5.3.7 Institutional network and collaboration with the Alumni and former faculty of the Institution.

College communicates its various academic and development initiatives with the former students through group e-mails and the same is updated in the college websites.

VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Vision and mission of the Institution and the distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.

Vision

To educate, empower and promote intellect through holistic learning, towards individual growth and social progress.

Mission

- To provide need-based **quality higher education** to women
- To facilitate **critical thinking and creativity**
- To impart knowledge and skill for the **development of self** through **value-based education**
- To reach out to the **diverse and varying needs of the society** and
- To strive for **excellence** with the **state-of-the-art facilities**.

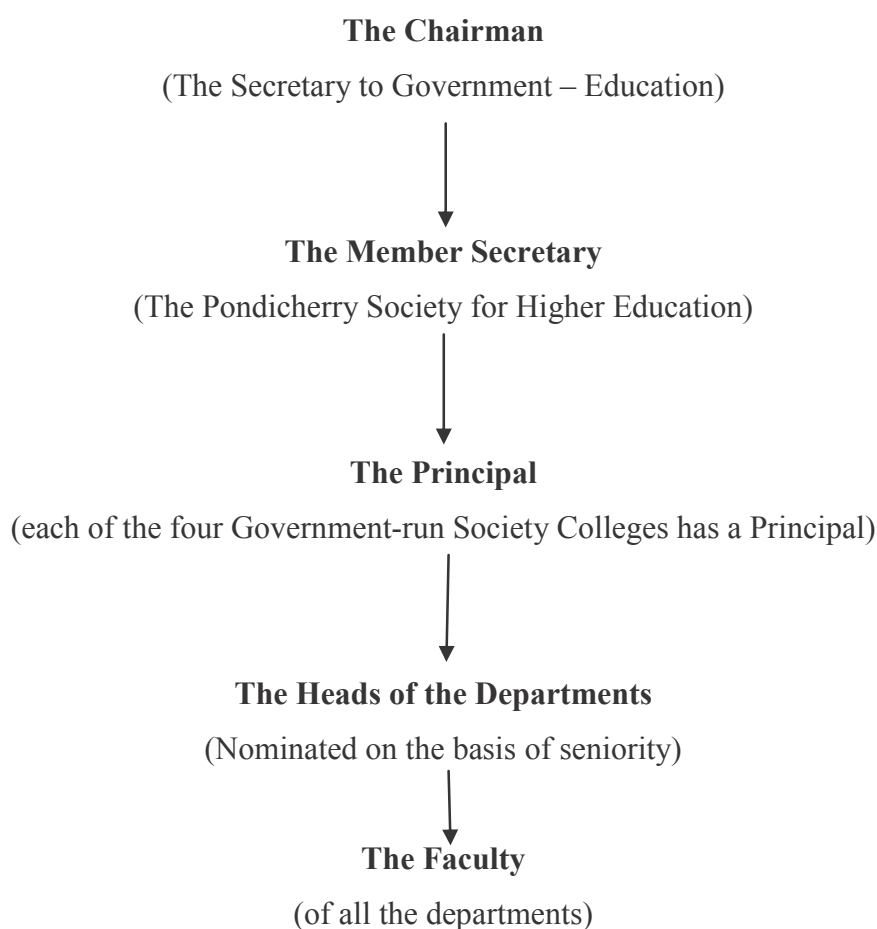
Unique features in vision and mission statement are

- Learning is focused on for holistic development
- The individual is given education to enkindle her thinking Process.
- To the thinking skill is added value based education for the development of the self
- The benefit of education is not only for the individual, it also reaches out to the diverse and dynamic needs of the society
- The ultimate end of education is to find new knowledge which is depicted in striving for excellence in research.

6.1.2 Role of top management, Principal and Faculty in design and implementation of its quality policy and plans

The role of top management is to ensure the smooth functioning of the college, both academic and administrative in line with the set vision and mission of the college.

The Managerial hierarchy of the college is as follows:



Any new decision to be taken or policies to be evolved rests with the Secretary to Government (Education) and the Member Secretary of the Pondicherry Society for Higher Education. These decisions are then passed down to the Principals at the Principal's meeting. The Principal, in his/her turn transmits the same to the faculty. This is the chain of authority and decision making that exists in the Government-run Society colleges.

With the two highest echelons lies the authority to pass decisions regarding academic changes, introduction, infrastructure, enforcement of Government policies, financial matters, recruitment, and transfers. Once these decisions are undertaken, they are conveyed to the Principals who have to ensure that the same are implemented accordingly.

Apart from the above, the college also has a governing body which takes care of the running of the individual colleges under the PONSHE. The Governing body is usually convened once a year simultaneously for all the four colleges.

The members are as follows:

- | | |
|--|------------|
| 1. Secretary to Government (Education) | - Chairman |
| 2. Secretary to Government (Finance) | - Member |
| 3. One representative of the Pondicherry University (Affiliating University) | |
| Nominated by the Vice-Chancellor | - Member |
| 4. Regional Director, NCTE, Bangalore | |
| or his representative | - Member |
| 5. Joint secretary to Government (Education) | - Member |
| 6. Under Secretary to Government (Finance) | - Member |
| 7. Principal, Rajiv Gandhi Arts and Science College, Puducherry | - Member |
| 8. Principal, Perunthalaivar Kamarajar College of Education, Karaikal | - Member |
| 9. Principal, Indira Gandhi College of Arts and Science, Puducherry | - Member |
| 10. Principal, Kasthurba College for Women, Puducherry | - Member |

11. Principal, Perunthalaivar Kamarajar

Arts College, Puducherry

- Member

12. Director of Higher and Technical

Education, Puducherry

- Member Secretary

6.1.3 Involvement of the leadership in ensuring the policy statements and action plans for fulfillment of the stated mission, formulation of action plans for all operations and incorporation of the same into the institutional strategic plan,

After decisions are taken, it becomes the Principal's duty to translate the decisions into action. With the Principal also lies to duty of interacting with the member of the staff, ensuring that both the academic and professional duties and rights are carried out and ensured.

The Principal also has the power delegate duties to ensure that work is carried out on time and effectively. To this end, the Principal has to make judicious decisions regarding delegation of duty. He/ She has to look into student affairs and ensure that they are receiving the best that the college affords in terms of teaching, infrastructure, placement, skill development, and the like. The Principal has to look into the affairs on the non-teaching staff to ensure that the supporting departments, such as, the library, the computer laboratory and the sports facilities are the best that the institution can offer.

The Principal is keenly aware of the functioning of the office and the work carried out by the Administrative staff. Only if the office functions effectively, can the Principal carryout his / her work in an effective and timely manner. The Principal is expected to report back to the Secretary for Education and the Member Secretary on the success or failure of certain undertaking and anomalies if any. He / She is expected to represent the member of the staff and the study community in a fair manner on all matters concerning them.

Another important task of the Principal is to co-ordinate with the

affiliating University, which in this case is the Pondicherry University. The Principal has to ensure that affiliation is applied for and secured yearly. This is done by applying within the date prescribed by the University and by complying to their rules and regulations. The Principal has to ensure that the deficiencies pointed out by the University in its yearly inspection report are rectified before affiliation is sought for, for the next academic year. The Examination Wing is another major department of the University with which good interaction is required. This ensures that the semester examinations are carried out in a timely, hassle-free manner.

From time to time, both in a formal (through meetings) and in an informal manner, the Principal gets feedback on a range of activities from all the stakeholders. Regular meetings with the Heads of the Departments give feedback about the classes being taught, the problems with subjects or students, and the department related co-curricular activities. Individual teachers meet with the Principal to discuss their individual problem.

Based on the feedback received, the Principal takes steps to rectify the problems. Often, the parents of the students visit the Principal to give positive feedback or to convey a problem that their ward is facing. The problems are taken in the proper perspective and together with the staff of the department, a solution is reached.

6.1.4 Procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time

At the beginning of the every semester, the Principal convenes a meeting with all members of the staff. At this meeting, the Principal conveys to the staff any new policies that the government wishes to implement in the new academic year. If there are new policies, a discussion as to how best it could be implemented is carried out, suggestions are offered, the most viable ones are taken into

consideration and a common consensus to follow the suggestions is arrived at.

After the Principal's meet the Principal conveys the proceedings of the meeting to the staff who come up with the own suggestion which were implemented within the departments.

On a need basis, meetings are convened through the semester, between the Principal and the staff to discuss the outcomes of the programmes implemented. At the end of the semester another staff meeting is held to assess the programmes and policies implemented and to suggest remedial measures.

Since regular meetings are held and feedback obtained, the communication gap is reduced and policies are implemented without any delay and issues are tackled before they become problems.

6.1.5 Details of the academic leadership provided to the faculty by the top management

At the institutional level, the Principal is the highest authority. In his / her absence, authority is delegated to the senior most member of the staff in the college. Each department has a "Head" who co-ordinates the activities of his / her own department. The heads are given the autonomy to call for their own department meetings, to allot work to each member according to the prescriptions of the syllabus, to review the work done by members, and to counsel their students. With prior permission from the Principal, the staff can take the initiative to organize workshops, seminars, discussions and the like, using their discretions in terms of venue, resource person, etc. The staff is encouraged to come up with ideas for improvement or innovation and to present it to the Principal. The same are discussed in detail before implementation.

Various members of the staff are members of committees such as the Purchase Committee, the Disciplinary Committee, the Anti-ragging

Committee, the Time-table Preparatory Committee, the Examination Committee and the Cultural Committees. Everyone is given an opportunity to learn the requirements of that particular duty, and thereby groom themselves to take up leadership roles at later dates.

6.1.6 Grooming leadership skills at various levels

The college grooms leadership at both the staff and student levels. In each class a student representative is nominated for each semester, thereby giving a chance to a maximum number of students to prove their leadership quality. Leadership training programmes are conducted by the N.S.S unit and students participate actively. The Programme officers of the Red Ribbon Club and N.S.S unit sponsor periodical leadership enhancement training and workshop.

6.1.7 Delegation of authority and operational autonomy to the departments / units of the institution

The college has various components, departments, and societies and delegates authority to their heads, to work independently and chalk out all programmes consulting other faculty members. Within the departments, committees and societies, the teachers and students work in a co-operative spirit, helping and motivating each other and encouraging every individual to grow.

The faculty members can freely decide about the paper allocation, framing time-table, etc. tutors are appointed to each class to monitor the growth and academic activities of the students. Each and every faculty member has absolute freedom to maintain the discipline inside and outside the campus.

6.1.8 Culture of participative management

The college promotes the culture of participation at all levels. The Principal consults the college advisory council and all the staff before taking any important decision for the welfare of the college and the

opinions of the student representative are also taken into consideration before deciding on any policies and plans.

6.2 Strategy Development and Deployment

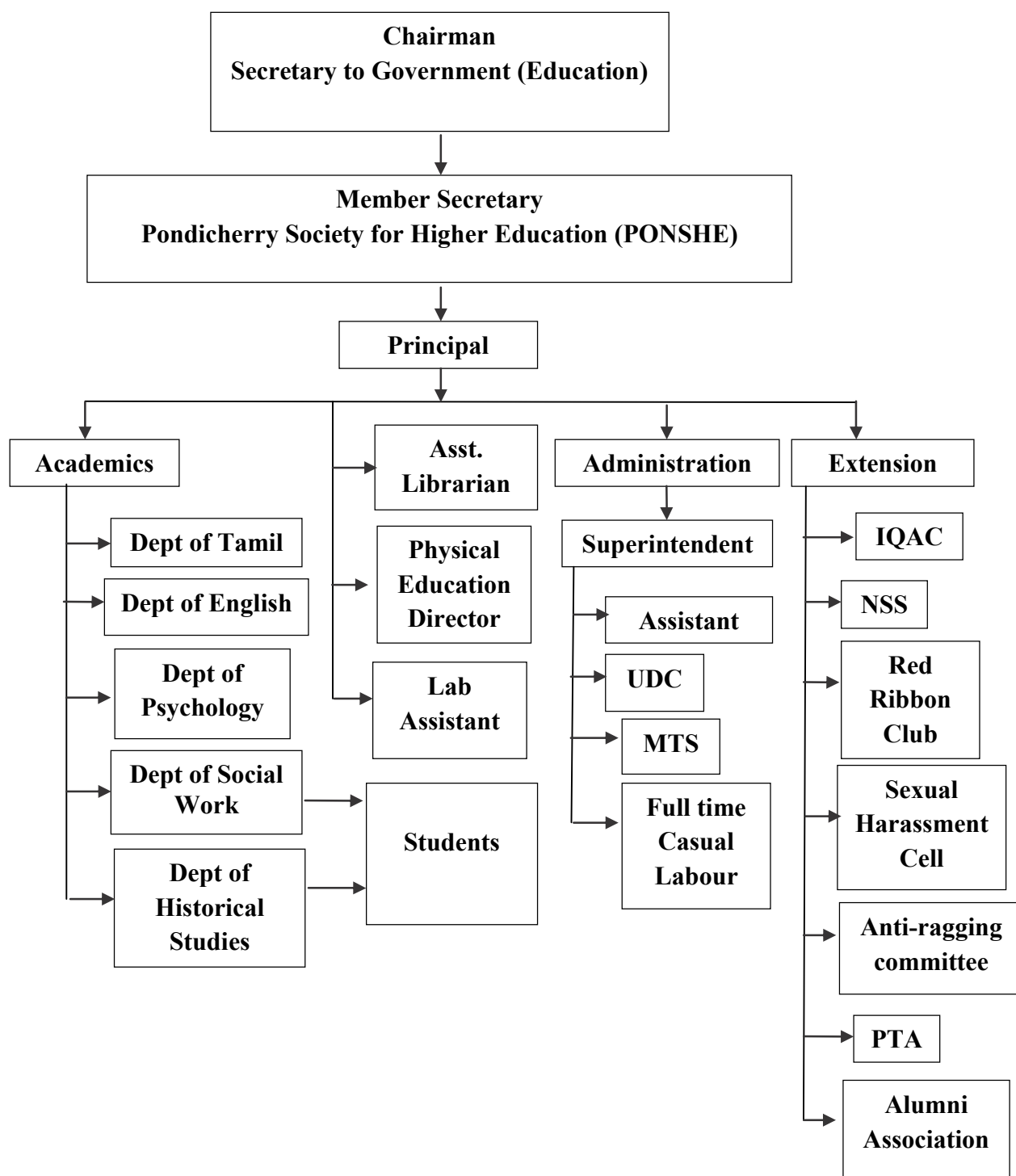
6.2.1 Quality policy

The vision and mission of the college drives the quality policy. Students are considered the ultimate recipients of the knowledge provided within the college portals. Policies are amended to keep in pace with the changing educational and employment scenarios. These are then implemented into the curriculum and all efforts are made to train and nurture critical thinking among the students. The results obtained through Unit tests, model examinations, and University exams provide feedback on the efforts taken within the institution.

6.2.2 Developmental plan for the institution

The college is in the process of developing itself, through first establishing itself in a building of its own. 13.5 acres has been procured for the said purpose in Korkadu village and the proposed building will be raised through funds from RUSA. Once the building comes up, an expansion in the number of courses offered will be initiated.

6.2.3 Internal organizational structure and decision making processes.



All the stakeholders are involved and their views are given importance during the decision making process for the development of the college.

The College received fund for the year 2015 -16 from Rashtriya Uchchatar Shiksha Abhiyan (RUSA) through the Pondicherry State Higher Education for the development of Infrastructure facilities and capacity building. The Project monitoring unit prepares a need-based proposal and it is put up for approval by the Board of Governors. After receiving the funds, the Project monitoring unit supervises the effective utilization of the fund.

Dr. Cheryl-Ann Shivan, Principal, Mr. J. Prabakaran, Asst. Prof. of Historical Studies and Mr. G. Natarajan, UDC participated in a Two Day Workshop on **Public Funds Management System** held by RUSA at Pondicherry Engineering College on 22nd & 23rd September 2016 conducted by Mr. S. Francis, Senior Accounts Officer, **Ministry of Finance, Government of India**.

6.2.4 Broad description of the quality improvement strategies of the institution for each of the following

Teaching & Learning: The college is proud to have highly dedicated faculty members. The teachers are periodically encouraged to attend orientation courses, refresher courses and workshops for capacity building. The college motivates innovating teaching techniques by making available smart classrooms. Learning becomes more pleasant with teacher student interactions. Innovative learning method and timely unit tests, model exams and the university exams are conducted apart from project and field visits. The teaching faculty provide not only academic guidelines but also moral and social guidelines, for all the students.

Research & Development: The college always encourages the faculty members to participate in conferences, seminars, and workshops, present papers, publish articles and books. As a result, faculty members have published articles in reputed journals and publications.

Many of the staff members are pursuing their Ph.Ds.

Mr. C.P.Anoop, Asst. Prof. of Social Work

Miss K.T.Anju, Asst. Prof. of Social Work

Mr. P.Vijayarangam, Asst. Prof. of Historical Studies

Mr. J.Prabakaran, Asst. Prof. of Historical Studies

Mrs. K.Bhuvaneswari, Asst. Prof. of Psychology

Community engagement: The department of the Social work as a part of the University curriculum undertakes a number of community engagements every year. In the even semester of the second academic year, the department chooses a village in the surroundings of the Puducherry region to provide sanitation care, medical care, etc. Apart from this the N.S.S Unit is also engaged in a number of Community Programmes

Human resource management: Since the college is a Government-run society college that is managed by the Pondicherry Society for Higher Education, the power to recruit staff rests with the Chairman, the Secretary to Government (Education) and the Member Secretary of the Pondicherry Society for Higher Education. Recruitments were made in the year 2009 to recruit staff of this college.

The three Office staff are on service placement from the Government. The Assistant Librarian is a permanent staff of the society. Two of the Group D staff is a permanent Society staff and two are full time casual labourers. All two security personnel are also from the local area, so the college has security on campus round the clock.

Industry interaction: Leading software application companies have visited the college to select, train and induct students for their organisation. The students of the Department of Social work are sent to Government and Non-Governmental Organisation for field work practice.

6.2.5 Ensuring the availability of adequate information for the top management and the stakeholders, to review the activities of the institution by the Head of the institution

The Principal sends a yearly report to the Directorate of Higher and Technical Education and to the Pondicherry Society for Higher Education to keep the department informed about the students. This report contains details of student admissions, drop-out rate, pass percentages, student progression to higher education or to employment. This report gives a vivid picture of student status in the college.

During counseling each year, periodic updates are provided to the Chief Minister, the Secretary to Education, the Director of Higher and Technical Education and Member Secretary so as to keep them updated with regard to admissions. The available number of seats in all the six colleges totals 2108, and the number of applications received goes beyond 5000 (this academic year, the number of applications received was 6000+). While some of those applied will eventually get admission into medical, engineering, dental and nursing colleges, there will always be quite a number of candidates who will not find place in any of the six government colleges.

So the government is very interested in keeping abreast with the admissions in an attempt to find ways to extend education to the largest amount of candidates possible.

With regard to the stakeholders, who are the students, the parents and those living in the surrounding villages, the events taking place in the college are regularly conveyed

- Through student meeting
- Through their wards studying in the college
- Through newspaper reports

6.2.6 Involvement of the staff in improving the effectiveness and efficiency of the institutional processes

The college believes that the best work can be achieved through team work. Hence, when policies have to be put into action, the Principal and the Staff are involved in the process. The Principal conveys the work to be done at the Staff meeting that involves all the staff of the college. The work to be done is spelt out and the work is divided (usually department-wise) so that each group can carry out the work assigned. The Heads of the Departments are entrusted with the job of being on charge of the work assigned to the departments. He / She consolidates the inputs received from the different members and then at another meeting with the Principal and the Heads of the Departments, the Heads report what has been done. Once all the reports are presented, and meet with the approval of the others, it is put into action or converted into a final report. In this manner, all the staff are involved, all their inputs are received, everyone is made aware of what the college plans/proposals are made and then the Heads and the Principal are involved in the final output.

6.2.7 Resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

The following are the resolutions that were made by the Management Council and were implemented as resolved:

- To procure land for Construction of new building
- To set Language lab in the college
- To improve the infrastructure facilities such as purchase of chairs, public addressing system
- To install wi-fi enabled internet access
- To make the classroom a smart classroom
- To initiate transfers among the staff

6.2.8 Provision for according the status of autonomy to an affiliated institution by the affiliating university

The college has been unable to apply for autonomous status as it has till date, only been accorded with 2f status. The college functions in a building owned by the government (Directorate of School Education) but the title deed is not in the name of the college. Hence, 12 B status has not yet been accorded. Once the college is shifted to its own building it will apply for the 12B status and eventually autonomy. In order to attain the 12B status, the college has been making consistent efforts to ensure that it has its own building.

6.2.9 Grievances redressal mechanism

The college has an effective mechanism to handle and address the grievances and complaints of the staff and the students through the Grievance Redressal Cell (GRC). Also whenever a problem arises, the students convey the same to the Head of the Department who in turn reports to the Principal and the matter is resolved in a timely and effective manner through the Grievance Redressal Cell.

6.2.10 Court cases filed by and against the institute

Dr.D.Ramkumar, Assistant Professor of English (Visually Challenged) of this college approached the High Court of Madras in 2013, challenging the transfer order issued to him. As the Divisional Bench of Madras high Court quashed the transfer order on 10th December 2014, he was restored to his position on 19th September 2014.

Mr.M.Saji, Assistant Professor of Social work approached the High Court of Madras challenging the institution in nominating the departmental in-charge on rotation basis.

6.2.11 Mechanism for analyzing student feedback

Each Head of the department collects feedback from the outgoing students at the end of the last semester. The feedback received is analysed in terms of the subjects taught and quality of teaching. The suggestions made by the students are given serious consideration and recommendations concerning the syllabus are noted and it forms a part of the recommendations placed before the Boards of Studies of the various subjects. The feedback received regarding teaching is discussed with the teachers and efforts are made to improve teaching wherever needed.

6.3 Faculty Empowerment Strategies

6.3.1 Efforts made by the institution to enhance the professional development of its teaching and non teaching staff

- The teaching and non teaching faculties are encouraged to attend orientation programmes, refresher programmes, FIP, ICT programme, Career advancement programme, seminars and workshops and conferences offered by UGC Human Resource Development Centre and other nodal agencies to help them keep pace with modern technologies, techniques and strategies.
- Further, they are also permitted to present papers at Conferences, Symposiums and Seminars
- Many of the staff regularly publish research papers in Indian and Foreign journals
- Some of the staff are invited as resource persons to Universities and Colleges to deliver lectures in their area of specialization.
- The non-teaching staff are encouraged to go in for courses related to their fields of work that are conducted by the government. The Department of Information Technology conducts regular workshops for the staff to upgrade their

computer skills and the Department of Personnel and Administrative Reforms conducts seminars such as RTI seminars to help the office staff deal with RTI petitions that are sent to various institutions.

6.3.2 Strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform

Without affecting the routine classes of the students of each departments, all the faculty members are encouraged to attend any course of their choice and interest, offered by any institution across the nation availing to the maximum of 15 days special casual leave, available for them in an academic year. This helps them to refresh their knowledge and skill in order to provide their best output to the students.

6.3.3 Performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

Staff appraisal has been conducted over the last two years. A detailed profile of each teacher that gives evidence of his / her involvement in academic, research and extension activities is collected from the individual teachers and verified with the records maintained in the office. The activities of the staff give a very good picture of their potential and appropriate duties are assigned to each of them. As the Pondicherry Society for Higher Education is a relatively new body, it has only recently been involved in attempting to formulate an Academic Performance Indicator (API) for Career Advancement Scheme (CAS) for College Teachers based on the UGC mode, but amended to suit out institutions. This API will be used to grant promotions to staff.

6.3.4 Review of the performance appraisal reports by the management and the major decisions taken

The API forms the basis to review the teaching and the research activities of the staff. On the basis of which they are promoted to the next level in their career.

6.3.5 Welfare schemes available for teaching and non teaching staff. Percentage of staff have availed the benefit of such schemes in the last four years.

All the welfare schemes available for the government employees of the U.T of Puducherry are available to the teaching and non teaching staff of this college. Almost 60% of the staff members have availed such facilities in the last four years.

Some of the Schemes are mentioned below:

- Maternity Leave, Paternity Leave and
Child Care Leave : 25%
- Special Casual Leave : 100%
- Study Leave : 0%
- Part withdrawal from CPF : 45%
- Uniforms for the Group D staff : 100%

6.3.6 Measures taken by the Institution for attracting and retaining eminent faculty

The college offers the UGC scale to all the faculty members as received from Pondicherry Society for Higher Education wholly funded by the Government of Puducherry in order to attract and retain eminent faculty members.

6.4 Financial Management and Resource Mobilization

6.4.1 Institutional mechanism to monitor effective and efficient use of available financial resources

The college receives funds from the PONSHE through grant-in-aid. An amount is allotted to the college each year and the college has to provide a scheme of expenditure, viz., for furniture, equipment (computers, software, projectors), seminars, workshops, remedial coaching classes, computer classes for SC students, water purifier systems, library books, etc. Salary, pay arrears, bonus, DA arrears, CPF, Leave Salary and Pension Contribution, Children Education Allowance, Medical Reimbursement, and Wages and Honorarium are not included in this amount. These have to be recovered from PONSHE through a monthly requirement statement

The amount under the salary head and allowances is credited monthly into the college account which is in turn credited into the account of the staff through ECS. The Principal of the college functions as Drawing and Disbursing Officer for the available financial resources. Funds from RUSA are made available to the college through the Puducherry State Higher Education Council. The Project Monitoring Unit of the College makes suggestions for expenditure of the funds which is then approved by the Board of Governors and only then the college goes ahead with utilization. Once the fund is exhausted the accounts have to be audited and a utilization certificate has to be issued.

6.4.2 Institutional mechanisms for internal and external audit.

Internal auditing is carried out by a Chartered Accountant appointed by the PONSHE. He or she provides suggestions and instructions for maintaining the accounts. The verified details of the accounts is subjected to external audit by the Comptroller Auditor General,

Tamilnadu and Puducherry. On October 2015, an external audit was conducted.

6.4.3 Major sources of institutional receipts/funding and how is the deficit managed

The College is governed by the Pondicherry Society for Higher Education, Government of Puducherry. All the grants are classified as plan and non-plan. The major source of funding is from the government. A minimal fee from students is collected during admission, semester and examination. Deficit if any is managed by the Government of Puducherry.

6.4.4 Efforts made by the institution in securing additional funding and the utilization of the same

In addition to the grant-in aid from the PONSHE, every year the college receives additional financial assistance under Scheduled Caste Sub-Plan. A separate committee has been formed to monitor and evaluate the utilization of the same. Students belonging to Scheduled Caste have been provided add-on courses and many course related text books have been purchased. Setting up of Language laboratory has been completed.

The College received fund from RUSA for the year 2015-16. The fund from RUSA was effectively utilized for infrastructure development and for the conduct of capacity building programmes.

Dr. Cheryl-Ann Shivan, Principal, Mr. J. Prabakaran, Asst. Prof. of Historical Studies and Mr. G. Natarajan, UDC participated in a Two Day Workshop on **Public Funds Management System** held by RUSA at Pondicherry Engineering College on 22nd & 23rd September 2016 conducted by Mr. S. Francis, Senior Accounts Officer, **Ministry of Finance, Government of India.**

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

Internal Quality Assurance Cell ensures that every effort is made for maintaining quality on all fronts through regular meetings with staff and students. From these meetings, the Principal is able to gauge the needs to be fulfilled, the lacunae present and the ways by which these deficits can be overcome.

The quality measures undertaken are:

- The number of students enrolling has been increased with the introduction of the Common Counseling System.
- The pass percentage of the students has increased because of the exposure they have been receiving through seminars and workshops and capacity building programmes.
- One classroom has been made a smart class room used on a need-basis and has resulted in making teaching-learning more effective.
- Making our students more readily employable by providing them with the desired computer courses, run by TCIL which is a Central Government Initiative.
- Maintenance of infrastructure to make the environment conducive for learning.
- Renovation of toilets so that the lady students are not inconvenienced. RO water system to provide safe drinking water.
- Regular counselling of students to find out their personal problems and areas of difficulty with regard to learning.
- Encouraging staff to upgrade their personal and professional skills through attending skill development courses and through registration for Ph.D.
- Regular purchase of books for the library to keep pace with

knowledge expansion and syllabus revision.

Major Tasks of IQAC includes

- Academic Audit in terms of teaching, completion of syllabus on time, monitoring of learning process and the results.
- Student feedback is sought periodically and the suggestions are incorporated in the teaching-learning process.
- Planning and implementation of various programme including seminars, workshop, special lectures, exhibition and sensitization programme which are need-based and enhances the life skill of the students.

IQAC was started in 01.02.2007 and activities were conducted under its purview; however, only in the last academic year has systematic documentation been initiated. The following programmes were organized as planned.

| Date | Programme | Resource Person |
|---------------------------------|---|---|
| 04.08.2016 | Seminar cum Quiz on “Breastfeeding-A key to Sustainable Development” | Mrs. D. Savitha, Project Assistant (ICSSR), Bharathidasan College, Puducherry. |
| 10.08.2016 | Seminar on “Youth for a Healthy Society” | Mrs. Vidhya Ramkumar, Chairperson CWC, Puducherry. |
| 22.08.2016 and 23.08.2016 | Pre-Marital Awareness Programme | Mr. M. Muniswamy Secretary – Pondicherry State Social Welfare Board, Pondicherry Ms. B. Nagavalli Counselor (Family Counseling Center), Pondicherry Ms. M. Thenmozhi Counselor, (Family Counseling Center), Pondicherry. Ms. M. Kasthuri Project Manager, BAJSS (Bharathiya Aadhim Jathi Sevak Sangh), Pondicherry. |

VII: INNOVATIONS

7.1 Environment Consciousness

7.1.1 Green Audit of its campus and facilities

No.

7.1.2 Initiatives taken by the college to make the campus eco-friendly

The college through N.S.S plants saplings on important days like Republic Day, Independence Day, Gandhi Jayanthi, World Environment day through its N.S.S Programme. The students and staff of the college have been highly sensitized regarding waste management and energy conservation through N.S.S Programme conducted periodically for the same purpose. Reduce, Reuse and Recycle is followed by the faculty and students of the college.

7.2 Innovations

7.2.1 Innovations introduced during the last four years which have created a positive impact on the functioning of the college.

An open discussion forum is conducted for each semester by each department

- to understand the problems of the female students with regard to academics and the social environment
- to gauge their awareness regarding social issues pertaining to weaker sections specifically women
- to get feedback from the students regarding the semester activities in order to make suitable changes based on it.

Student Mentoring Programme

Students are paired for mutual support and guidance in their academics. One pair consists of two average students and another pair consists of one above average and one below average students. The pairs are given names and are motivated to perform well and share their knowledge on academics. Regular assessments are made through tests, quiz and assignments. The best pair is rewarded at the end of the semester.

4. Best Practice

Title of the Practice: Increase in Admission and Retention of Rural Women Students

In keeping with the vision and mission of the institution, the college seeks to equip rural women students with higher education and make them employable and at the same time inculcate in them values for life.

The Context:

In the town of Pondicherry, from the year 1968, there has been only one Government College exclusively set up for women students. All the other institutions are co-education. Many parents were unwilling to send their female wards to co-education colleges, thereby depriving their wards of an education. Being made aware of this problem, the government decided to set up another institution through its society (Pondicherry Society for Higher Education) exclusively for women in the rural area of Villianur. In 2005, Villianur College for Women was established offering two courses, viz., B.A. Social Work and B.A. Historical Studies. In 2009, the name of the college was changed to Kasthurba College for Women.

The Practice:

When the college started in 2005, the sanctioned intake was 25 in each discipline. The number was increased to 28 students in each discipline in the year 2014.

Until the academic year 2009-2010, admissions were done by the college itself. Only a limited number of students used to apply since they were unaware of the existence of the college (although admissions were advertised) and they had no idea about the potential of the courses offered.

In the academic year 2010-2011, admissions to the two government and four government-run society colleges were centralized under the

nomenclature *Centralized Admission Procedures for Arts and Science Courses (CAPASC)*. During the months of July and August the candidates are counselled with regard to both the courses and the colleges offering the courses.

Evidence of Success:

Since counselling was put into place from the academic year 2010-2011, a greater awareness has been created about the college and the courses offered.

Students are now making informed choices about their college and courses of study.

Parents now have two all women's colleges to send their wards to and the number of applications being received at the counselling centre has crossed 7000 for the 2118 seats available.

More students are willingly opting for the subjects Historical Studies and Social Work and there are fewer who are dropping out for the reason that they do not like the course but had to opt for it.

A government-run Rs.1 bus operates for the students making travel to the surrounding villages easier. The bus picks up and drops the students from various points to the college. Parents from rural areas are now more confident about sending their wards for higher education.

Retention of Students

Students from moderate and low social economic status get married because of parental pressure. The teachers make the students understand the significance of completing their higher education and motivate the students to continue their studies.

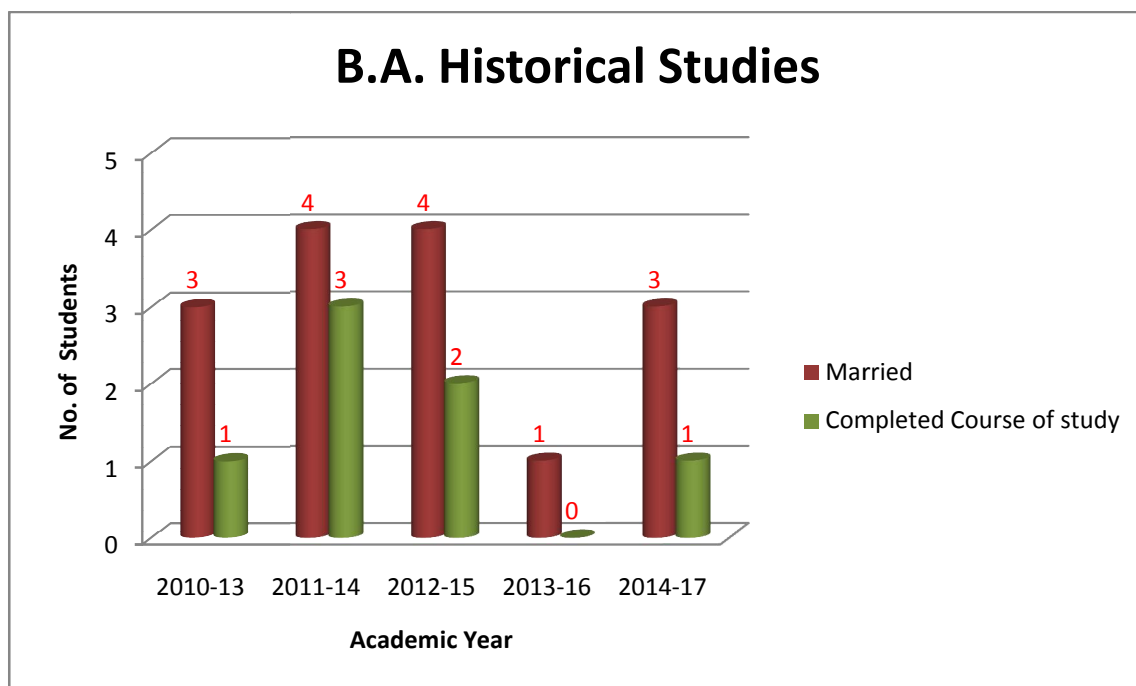


Fig. 4

53% of the students from Historical Studies completed their education (Ref. Fig no.4)

Mention should be made of the two students from Social Work who got gold medal despite their marriage during the course of study - Mary Stella Priyadarshini (batch 2007-10), S. Iswariya (batch 2010-13).

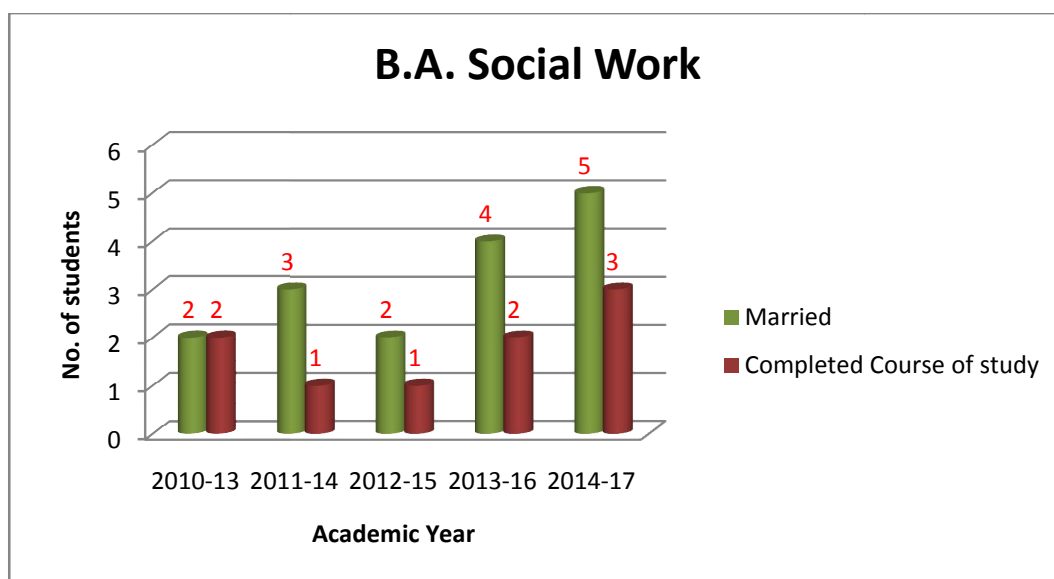


Fig. 5

The staffs try and motivate the interested student to continue their course of study even after marriage. 60% of the students from Social Work completed their education (Ref. Fig no: 5)

Problems Encountered and Resources Required:

While admissions are on the rise, there are still drop outs, not because of problems with the college or the course but because of early marriage practices among the rural population. Parents do not hesitate to pull out their wards mid way when a suitable match has been found for them. Few girls resist their parents decision to interrupt their studies. While counselling is done for the students, we now find it imperative to counsel the parents also.

Contact Details:

| | |
|-------------------------|--|
| Name of the Principal | : Dr. Cheryl-Ann Gerardine Shivan |
| Name of the Institution | : Kasthurba College for Women |
| City | : Pondicherry, Union Territory of Puducherry |
| Pin Code | : 605110 |
| Accredited Status | : Yet to be Accredited |
| Work Phone | : 0413-2661627 |
| Website | : www.kcw.co.in |
| Email | : vcw_2005@yahoo.co.in |
| Mobile | : 9994991614 |

5. Evaluative Report

Department of Historical Studies

1. **Name of the department** : Historical Studies
2. **Year of Establishment** : 2005
3. **Names of Programmes / Courses offered** : B.A Historical Studies
4. **Names of Interdisciplinary courses involved** : Nil
5. **Annual/ semester/choice based credit system** : Semester system
6. **Participation of the department in the courses offered by other departments** : No
3. **Courses in collaboration with other universities, industries, etc.** : Nil
8. **Details of courses discontinued with reasons** : Not Applicable
9. **Number of Teaching posts** : 4

| Designation | Sanctioned | Filled |
|----------------------|-------------------|---------------|
| Professors | - | - |
| Associate Professors | - | - |
| Asst. Professors | 4 | 4 |

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

| Name | Qualification | Designation | Specialization | No. of Years of Experience |
|----------------------|----------------------------|------------------------|---|-----------------------------------|
| Mr. J.Chalapathi Rao | M.A., M.Phil., with SET | Assistant Professor | Social History Dalit History | 7 years |
| Mr. P.Vijayarangam | M.A., M.Phil., with NET | Assistant Professor | Socio-Religious History | 13 years |
| Mr. P. Sadish | M.A., M.Phil., with NET | Assistant Professor | Historiography, Art History of India, Cultural History of India, Folk History | 15.6 years |
| Mr. J.Prabakaranan | M.A., M.Phil. | Assistant Professor | Socio-Religious History Folk Religion | 12 years |

11. List of senior visiting faculty : Nil

12. Percentage of lectures delivered and practical classes handled by temporary faculty : Not applicable

13. Student -Teacher Ratio (programme wise) : 21:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Department is getting help from the college administrative staff members to do the necessary work

15. Qualifications of teaching faculty with M.Phil. : 4
16. Number of faculty with ongoing projects from National, International funding agencies : Nil
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received : Nil
18. Research Centre /facility recognized by the University : Nil
19. Publications & Presentation:

Mr. J.Chalapathi Rao

1. "Western Gaze of Sati in Seventeenth Century Andhra Desa." Published in Proceedings of National Seminar on Social Reform and Education- A Tool of women Empowerment- Some Reflections, sponsored by UGC, SERO, Hyderabad. Organised by Dept. of History, Sree Kandukuri Veeresalingam Theistic College, Rajahmundry, Andhra Pradesh. ISBN: 978-93-5067-756-8, pp: 33-40.
2. "From Panchama to Dalits: Reflections on First Adi- Andhra Mahajana Sabha 1917." Published in Proceedings of National Seminar on Social Reform and Social Change in Modern Andhra, sponsored by ICHR, New Delhi, Organised by Dept. of History, Sree Kandukuri Veeresalingam Theistic College, Rajahmundry, Andhra Pradesh. ISBN: 978-93-5067-756-8, pp. 99-105.
3. "Social and Economic dimensions of Dalit Liberation in Andhra Pradesh." Published in Proceedings of International Conference on

Social Sciences 2013, Organised by Dept. of History, Tourism and Travel Management, Ethiraj College for Women (Autonomous) College with potential for Excellence, Chennai, Tamil Nadu. ISBN: 978-81-924353-0-5, pp. 56-62.

4. “Social Reformers and Dalit Upliftment in Medieval Andhra.” Paper published in Peer Reviewed Quarterly Journal International Journal of Contemporary Research in Social Science (IJCRSS), Vol-2 Issue-2, ISSN2349-0195, pp. 69-75.

Mr. P.Vijayarangam

1. “Human Trafficking and the Role of Prevention by NGOS in India.” Paper presented in the UGC sponsored National Seminar on “Human Rights” held on 24th – 25th October, 2013. Organized by the Department of History, KMCPG Studies, Pondicherry.
2. “The Impact of Language in Vivekananda’s Religious Discourses in contrast with the West.” Paper presented in the National Seminar on Literature and Culture conducted by the Department of English, Soka Ikeda College of Arts and Science for Women, Chennai on 3rd January 2014.
3. “Introduction to Vedanta: A Cosmic Philosophy by Swami Vivekananda” paper presented at the 34th Annual Session of South Indian History Congress held at Sri Pushpam College, Thanjavur District Tamil Nadu on 28th February 1st & 2nd March – 2014.
4. “The Recent Economic Trend of India through the lens of Swami Vivekananda’s Economic Vision” paper presented in the UGC Sponsored National Seminar on “Recent Trends in Indian Economy” held on 27th and 28th March, 2014 at Economic Wing, Annamalai University, Tamil Nadu.

Mr. P.Sadish

1. “ Swami Vivekananda’s Ideals of Education” Paper Presented in Social Changes and Swami Vivekananda ICHR-UGC Sponsored organized by the Department of History KMCPG Centre, Puducherry, January 2013.
2. “Sri Aurobindo’s Philosophy of Education” Paper Presented in philosophical Manifestation of Sri Aurobindo, UGC Sponsor organized by Department of History, KMCPG centre, March 2013.
3. “V. Subbia and Merger Movement” Paper Presented in Two days ICHR National Seminar on National Movements and French Settlements, September 2013.
4. “Theories on Human Rights” Paper Presented in Human Rights (UGC sponsored) organized by Department of History, KMCPG centre, October 2013.
5. “Food and Culinary practices of Vijayanagar with reference to foreign chronicles and literature” Paper Presented in cultural History of food (ICHR sponsored), organized by Department of History, KMCPG centre, February 2014.
6. “Indian Caste System – Its History and Impact” Paper Presented in Caste Society and Politics in South India with special reference to Tamil Nadu (ICHR Sponsored), organized by Department of History, Tagore Arts College, February- 2014.
7. “Tamil cinema --- it’s and impact on society”, Paper Presented in the UGC – National seminar on “Indian Cinema”: the spirit of freedom organised by the department of history, Tagore Arts College, Puducherry on 28th August 2014.

8. “Girls’ Education in French India with reference to Pondicherry” Paper Presented in two day ICHR national seminar on “legacy of French culture” 16th and 17th Nov. 2014. Organised by Dept. of history. KMCPG Studies. Puducherry.
9. “Issues and problems of transgender from school to society” Paper Presented in Two day ICSSR National seminar on 29th and 30th Oct 2015, “on Transgender, stigmas, violence and discrimination, organised dept. of history TAC.
10. “Amba songs of fisher folk in coastal Puducherry” Paper Presented in South Indian History Congress, held on 4rd, 5th and 6th of March 2016 in Puducherry, organised TAC, history dept.
11. “ Royal endowments and temples of medieval south India with reference to Cholas” Paper Presented in two-day national seminar on “Social History of Alms and Charity” sponsored by ICHR and ICSSR, organised by Dept. of History,BGCW. held on 21st and 22nd March 2016.

Mr. J.Prabakaranan

1. “Auroville: A Journey towards the Future of Humanity” Paper Presented in UGC-National -Seminar On “Spiritual and Philosophical Manifestations of Sri Aurobindo in Pondicherry” held 26th-27th March,2013, KMCPGS. Lawpet, Puducherry.
2. “ Rights of the Subaltern Pertaining to Inter-State Migrant Workers”” Paper Presented in Puducherry, in UGC-National Seminar on HUMAN Rights ’held on 24th&25th October,2013, KMCPGS, Lawspet, Puducherry.

3. “The Cult of Sapthaakanniga” Paper Presented in Pondicherry Region, in Indian History Congress, 74th Session held at Ravenshaw university, cuttack, 28th-30th December 2013,
4. “ Religious Legacy of Food of the Roman Catholics in Puducherry” Paper Presented in ICHR-National Seminar on “Cultural History of Food in South India” 06th-07th February, 2014, KMCPGS, Lawspet, Puducherry.
5. “Sacrifice Cult in Tamilnadu with special reference to Puducherry (Village Gods)” Paper Presented in South Indian History Congress- 34th Annual Session-28th February, 1st & 2nd March-2014
6. “Caste Conflicts during the Festivals of Village Gods in - A Survey” Paper Presented in ICSSR-National Seminar on “Caste, Politics and Conflicts in Tamilnadu” 27th & 28th March, 2014. Tagore Arts College, Department of History, Pondicherry.
7. “ Village Gods: The Protectors of Environment with Special reference to Tamilnadu and Puducherry” Paper Presented in UGC-National Seminar on Recent Issues in Indian Economy, held at Annamalai University (Directorate of Distance Education, Economics Wing) 27th & 28th March, 2014.
8. Published article on Village gods sacrifice cult in Tamilnadu and Puducherry in the south Indian history congress at Poondi (ISSN 2229, pp 791-795)
9. Mr. J. Prabakaran, Asst. Prof. of Historical Studies participated in a Two Day Workshop on **Public Funds Management System** held by RUSA at Pondicherry Engineering College on 22nd & 23rd September 2016 conducted by Mr. S. Francis, Senior Accounts Officer, **Ministry of Finance, Government of India.**

20. Areas of consultancy and income generated : Nil

21. Faculty as members in

| Sl.No | Name of the faculty | Membership detail |
|-------|---------------------|---|
| 1 | Mr.J.Chalapathi Rao | Life member of Andhra Pradesh Historical Congress |
| 2 | Mr.P.Vijayarangam | Annual member in South Indian History Congress Annual member in Vedanta Kesari, Ramakrishna Matt, Chennai |
| 3 | Mr. P.Sadish | Annual member of South Indian History Congress Member, Board of Studies for M.A., and M.Phil, Kanchi Maamunivar Center Post Graduation Studies, Lawspet, Puducherry. |
| 4 | Mr.J.Prabakaranan | Annual member of South Indian History Congress |

22. Student projects : Nil

23. Awards / Recognitions received by faculty and students: -

24. List of eminent academicians and scientists / visitors to the department

- Dr.R.Natarajan, Associate Professor was a resource person for Numismatics Exhibition 2012
- Dr.Sivaraman, Associate Professor lectured on Disarmament 2011

25. Seminars/ Conferences/Workshops organized & the source of funding

Seminar Organized under the auspices of RUSA:

| Date | Programme | Resource Person |
|-------------|--|--|
| 27.08.2015 | Sexual Harassment of Women in work place | Mrs. R. Sundari, Volunteer of HOPE FOUNDATION |

26. Student profile programme/course wise: (2015 – 16)

| Name of the Course/programme | Applications received | Selected | Enrolled | | Pass percentage |
|-------------------------------------|------------------------------|-----------------|-----------------|-----------|------------------------|
| | | | *M | *F | |
| B.A Historical Studies | - * | 28 | - | 28 | 81% |

* Application received in Common Admission Procedure for Arts and Science Colleges (CAPASC) in Puducherry

27. Diversity of Students (2015 – 16)

| Name of the Course | % of students from the same state | % of students from other States | % of students |
|---------------------------|--|--|----------------------|
| B.A Historical Studies | 92% | 8% | Nil |

28. How many students have cleared national and state competitive examinations such as NET, SLET, Civil services, Defense services, etc.?

: Nil

29. Student progression (2015-16)

| Student progression | Against % enrolled |
|----------------------------------|---------------------------|
| UG to PG | 18% |
| Employed | |
| - Campus selection | |
| - Other than campus | 8% |
| Entrepreneurship/Self-employment | - |

30. Details of Infrastructural facilities

- A) Library : College Library
- b) Internet facilities for Staff & Students : Available
- c) Class rooms with ICT facility : Available
- d) Laboratories : Language cum
Computer Lab

31. Number of students receiving financial assistance from college, university, government or other agencies : 29%**32. Details on student enrichment programmes with external experts**

- Workshop conducted on Numismatics
- Eight students camped all over India

Other enrichment programme

- Herititage visit to Mahabalipuram and surrounding places on 7.9.2011
- Historical and educational one day tour was conducted by Department to enrich the students in 2011. They visited Cuddalore, Pumpuhar, Tranquibar (Tarangambadi), Nagapattinam and Karaikal
- Two days historical and educational tour conducted in 2010

by the Department. The students visited Tanjore & Kodaikanal.

- Students attended two days National Seminar conducted by Periyar Arts College, Cuddalore on 1st and 2nd Aug 2013.
- Three Days study tour on Heritage was conducted from 18.02.2016 to 20.02.2016. The students visited heritage places in and around Cochin, Munnar, Guruvayor and Pollachi.

33. Teaching methods adopted to improve student learning : Lecture, Class Seminar, Discussion, Assignments, Technology Assisted Instructions

34. Participation in Institutional Social Responsibility (ISR) and Extension activities : N.S.S., Red Ribbon Club

35. SWOC analysis of the department and Future plans

Strength

- Professional relationship between teacher and student is very strong
- Faculty members are well qualified, dedicated and determined in their teaching and other activities

Weakness

- Students from rural background have difficulty in understanding English
- Bilingual teaching methodology
- Lack of financial assistance to conduct student enrichment programmes like Historical Tours and Educational Tours
- Lack of own Infrastructure facilities

Opportunity

- Introduction of Add on courses to the Ancillaries of History
- Introduction to Inter disciplinary programmes

Challenges

- No direct job opportunity

Future Plan

1. Introduction of add-on courses to the Ancillaries of History.
2. Introduction of Inter-disciplinary programmes.
3. Students need to be trained for all competitive programmes.
4. Development of Extra-curricular activities.

Department of Social Work

1. **Name of the department** : Social Work
2. **Year of Establishment** : 2005
3. **Names of Programmes / Courses offered** : B.A Social Work
4. **Names of Interdisciplinary courses** : Sociology 10 Units
Psychology 10 units
5. **Annual/ semester/choice based credit System** : Semester system
4. **Participation of the department in the courses offered by other departments** : No
5. **Courses in collaboration with other universities, industries, etc.** : Nil
8. **Details of courses/programmes discontinued** : Not Applicable
9. **Number of Teaching posts** : 4

| Designation | Sanctioned | Filled |
|----------------------|-------------------|---------------|
| Professors | - | - |
| Associate Professors | - | - |
| Asst. Professors | 4 | 4 |

6. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

| Name | Qualification | Designation | Specialization | No. of Years of Experience |
|--------------------------|---------------------------------|------------------------|---|-----------------------------------|
| Mr. C.P.Anoop | M.S.W., M.Phil., with NET | Assistant Professor | Medical & Psychiatric Social Work | 8.5 Years |
| Mr. M.Saji | M.S.W., with NET | Assistant Professor | Medical & Psychiatric Social Work | 7 Years |
| Ms. K.T.Anju | M.S.W., M.Phil., with NET | Assistant Professor | Urban & Rural Community | 8.5 Years |
| Mr. P.Ashok Alexander | M.S.W., M.Phil., with NET | Assistant Professor | Community Development | 1 Year |

11. List of senior visiting faculty : Not Applicable

12. Percentage of lectures delivered and practical classes handled by temporary faculty : Not Applicable

13. Student -Teacher Ratio : 28:1

13. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Department is getting help from the college administrative staff members to do necessary work

15. **Qualifications of teaching faculty** : M.Phil. – 3
M.A. - 1
16. **Number of faculty with ongoing projects** : Nil
17. **Departmental projects funded by UGC, DST** : Nil
18. **Research Centre /facility recognized by the University** : Not
Applicable
19. **Publications & Presentation:**

Mr. C.P.Anoop

- **A Mini Project** (one year) under Rajiv Gandhi National Institute of Youth Development (RGNIYD) on the topic “A Study on Social Adolescent Stress in Government Higher Secondary Schools in Pondicherry” was applied and sanctioned for an amount of Rs. 3 lakhs.
1. *“Adolescent Stress in Indian Context – Causes and the Scope for Social Work Intervention in Schools”* Paper Published in the Journal of Research, Extension and Development, Vol 4, No. 6, February 2016. ISSN: 2321-3434.
 2. *“Social Work Interventions in dealing with the Problems of Adolescents in School: A Psycho-Social Perspective”* Paper Published in International Journal for Research and Development, Vol 4, No.1, May-June 2016.

Ms. K.T.Anju

1. *“Disability Management” Paper* Presented in a two day National Conference on organized by Department of Social Work, Bharathiyar University, Coimbatore (T.N) on 14th and 15th December, 2012.
2. *“Women with Disability: Awaiting a ‘coming out’ ” Paper* Published in Journal of Research, Extension and Development, Vol 3 No.8, April 2015

Mr. P. Ashok Alexander

Publication in peer reviewed and refereed journals

1. Alexander, A., & Sultana, S. (2016). Women Street Vendors of Kalapet, Puducherry. Contemporary Social Work. (ACCEPTED-IN PRESS).
2. Alexander, A., & Khakhlari, E. (2016). National Health Mission and its Influence over Maternal, Newborn and Adolescent Health Care. Global Journal for Research Analysis, Vol.5 (7), Pp.181-182. ISSN No. 2277-8160.
3. Alexander, A. (2016). Skill Development: A Requisite for the Women Street Vendors of Puducherry. PARIPEX-Indian Journal of Research , Vol.5 (6), Pp.321-323. ISSN No. 2250-1991.
4. Alexander, A. (2016). Awareness on Child Care Institutions: A Study Among the Women Street Vendors of Puducherry. PARIPEX-Indian Journal of Research , Vol.5 (6), Pp.230-232. ISSN No. 2250-1991.
5. Alexander, A., & Sultana, S. (2016). Provision of Civic Facilities Under the National Policy on Urban Street Vendors:

- An Imperative Requirement to the Municipal Market Vendors of Puducherry. *PARIPEX-Indian Journal of Research*, Vol.5 (4), Pp.243-245. ISSN No. 2250-1991.
6. Alexander, A., & Khakhlari, E. (2015). Work-life Balance: A Study Among the Teaching Staffs of Bengtol College of Chirang District, Assam. *Indian Journal of Applied Research*, Vol.5 (10), Pp.601-603. ISSN No. 2249-555X.
 7. Alexander, A. (2015). Self Esteem: A Study Among the Bodo Tribe Students of Pondicherry University. *International Journal of Scientific Research*, Vol.4 (3), Pp.348-350. ISSN No. 2277-8179.
 8. Alexander, A., & Khakhlari, E. (2014). Awareness and Expectations on Street Vendors' Welfare Organizations: A Study Among the Women Street Vendors of Cuddalore Town in Tamilnadu. *International Journal of Research and Development*, Vol.2 (2), Pp.19-22. ISSN No. 2321-3434.
 9. Alexander, A., & Khakhlari, E. (2014). Ownership Pattern, Mode of Vending and Commodities Sold by the Women Street Vendors: A Study at Udalguri Town in Assam. *Journal of Research, Extension and Development*, Vol.2 (12), Pp.85-87. ISSN No. 2319-1899.

Papers presented at seminars/conferences

1. “Role of Government and NGOs: An Indispensible Need of the Hour to the Women Street Vendors of Puducherry”
Paper Presented in the UGC-DSA sponsored National Seminar on “Social Development in India: Issues and Challenges” organized by Department of Social Work, Andhra University on 30th & 31st March, 2016.

2. “Role of NGOs and Government Bodies in Controlling Non Communicable Diseases Among the Women Street Vendors of Puducherry.” Paper Presented in the ICMR sponsored National Seminar on “Approaches and Challenges in Combating Non Communicable Diseases” organized by Institute of Economic Research, Dharwad on 19th & 20th February, 2016.
3. “Exploring the Health Issues of Women Street Vendors of Kalapet, Puducherry” Paper Presented in the UGC sponsored National Conference on “Challenges in Financing Human Development in India” organized by the Department of Economics, Tagore Arts College in collaboration with Department of Economics, Pondicherry University on 20th & 21st January, 2012.

20. **Areas of consultancy and income generated** : Nil
21. **Faculty as members in National, International Committees** : Nil
22. **Student projects** : Not Applicable
23. **Awards / Recognitions received by faculty and students** : Nil
24. **List of eminent academicians and scientists / visitors to the department**
 - Dr. R.Nalini, Associate Professor, Dept of Social Work, Pondicherry University.
 - Dr. Shahin Sulthana, Reader, Dept of Social Work, Pondicherry University.

- Dr. K.Siva kumar, Asst Professor, Dept of Social Work, Arignar Anna College, Karaikal
- Mr. Peter Antony, Asst Professor, Dept of Social Work, Arignar Anna Govt College, Karaikal.
- Mr. Sunder Arumugam, Dept of Social Work, Arignar Anna Govt College, Karaikal.

25. Seminars/ Conferences/Workshops organized

The following seminars/workshops were organized under the auspices of RUSA

| Sl.No | Particulars | Date | Resource person |
|-------|--|------------|---|
| 1 | One day Workshop on Social Work | 30/09/2015 | Dr.R.Nalini, Associate Professor, Pondicherry University |
| 2 | Seminar on Scope of Social Work in Medical and Psychiatric Setting | 01/10/2015 | Dr.Shahin Sultana, Head, Dept of Social Work, Pondicherry University |
| 3 | Workshop on Understanding Disability | 04/02/2016 | Mrs.Chitra Shah Director, Satya Special School, Puducherry Dr.R.Nalini, Associate Professor, Dept of Social Work, Pondicherry University |
| 4 | ‘Social Legislations: Towards Social Justice’ | 16/02/2016 | Thiru.N.Sivakumar Hon’ble Presiding Officer Industrial Tribunal-cum- Labour Court, Puducherry Thiru.V.Padmanabhan Hon’ble Chief Judicial Magistrate, Puducherry |

26. Student profile programme/course wise (2015-16)

| Name of the Course/programme (refer question no. 4) | Applications received | Selected | Enrolled | | Pass Percentage |
|---|-----------------------|----------|----------|----|-----------------|
| | | | *M | *F | |
| B.A Social Work | —* | 28 | — | 28 | 75% |

* Application received in Common Admission Procedure for Arts and Science Colleges (CAPASC) in Puducherry

27. Diversity of Students (2015-16)

| Name of the Course | % of students from the same state | % of students from other States | % of students from abroad |
|--------------------|-----------------------------------|---------------------------------|---------------------------|
| B.A Social Work | 95% | 5% | Nil |

28. How many students have cleared competitive examinations?

- Department conducts training programme for students to clear entrance exam for PG at various Central and State Universities.
- Around 10 - 20 % of the passed out students manage to clear entrance exams for PG at Pondicherry Central University.

29. Student progression (2015-16)

| Student progression | Against % enrolled |
|--|--------------------|
| UG to PG | 20 |
| Employed <ul style="list-style-type: none">• Other than campus recruitment | 20% |
| Entrepreneurship/Self-employment | 5% |

30. Details of Infrastructural facilities

- | | |
|---|-----------------------------|
| a) Library | : College Library |
| b) Internet facilities for Staff & Students | : Available |
| c) Class rooms with ICT facility | : Available |
| d) Laboratories | : Language cum Computer Lab |

**31. Number of students receiving financial assistance
from college, university, government or other agencies : 29%**

32. Details on student enrichment programmes

- Department has invited eminent personalities in different fields on variety of topics to give guest lecture to students.
- Department is planning to conduct workshop on counselling skills and enhancement of social work skills during the academic year 2015-16.

33. Teaching methods adopted to improve student learning

- Department showcase documentaries/movies of relevant social themes.
- Department conduct field visit to various Government and Non Governmental agencies which are working in relevant social sectors to orient the students about the issues prevail in the setting.
- Department adopts learning by doing method and gives ample opportunity for practical exposure for students.
- Students are encouraged to take up the issues of social importance and group discussion is conducted based on those issues.

**34. Participation in Institutional Social Responsibility (ISR)
and Extension activities**

- Awareness programme on various social issues like dowry, domestic violence, HIV/AIDS, old age issues, women empowerment, etc.
- Department coordinates with Pondicherry Aids Control Society (PACS), Vocational Rehabilitation Centre for the Handicapped (VRC), Puducherry and with reputed NGOs working in the area regarding the organizing of various socially relevant events.
- During the period from 2010 to 2015 as part of rural camp the Department has organized 4 medical camps in association with medical colleges in the border villages of Puducherry in which hundreds of rural people got necessary services.
- Various events like awareness programme on SHGs, waste management, legal awareness regarding rights of disabled, women empowerment, etc., was conducted for general public.
- Department have contributed in raising sponsorship for the functioning of a home for the mentally challenged people (Jwala home, Puducherry)
- Students of the department are active volunteers of NSS and they are involved with various social service programmes in that regard..
- Department organize the observance of various important international and national days like AIDS day, Disabled day, Human Rights day, Women's day etc.
- Department is actively involved with various campaigns for conservation of the environment like planting trees in the campus, plastic free campus etc.
- Life skills education for school students were conducted by the students of social work department.

- Department associated with the NGO Hope Foundation to conduct damage evaluation survey to analyse the impact of Cyclone, 'Thane'.

35. SWOC analysis of the department and Future plans

Strength

- Fully qualified, dedicated and permanent staff members.
- Focus on field based training in NGOs and Government organizations working in various social service sectors.
- Collaboration with National NGOs like Help Age India, SOS children's village, Voluntariat, etc., as partners to organize various programmes.
- Students have aptitude to work in social service sectors.
- Only department that offers social work course at under graduate level under Pondicherry Central University.
- Syllabus that includes 7 days rural camp, study tour, concurrent field work and observation visits to social organization which helps to mould a competent professional social worker.

Weakness

- Majority of students are from Tamil medium schools which create difficulties in understanding many social work concepts (especially in the first year) since English is the medium of instruction.
- Syllabus revision has not happened since the inception of the course in the year 2005.
- The department requires another faculty to function effectively. At present there are only 3 teaching faculty in the main department (Social Work)
- College doesn't have a PG course in Social Work that prevents many students from the rural areas in pursuing higher education in Social Work.

- Financial constraints prevents students from attending seminars and workshops in distant areas which would have helped them to interact with fellow professionals and to improve their subject knowledge.

Opportunities

- Many of the rural girl students become confident enough to go for higher education or employment after the course.
- A majority of the students become aware of social evils like alcoholism and get involved in social development initiatives like organizing SHGs in rural areas, awareness creation of Government welfare measures, etc.
- Course offers an unique opportunity for the girl students to develop their personality by improving their communication and interaction skills and thereby gain confidence to contribute for the development of the society.

Challenges

- Lack of permanent building is a handicap to start PG course.
- Lack of awareness about social work course still exists among general public that prevents talented students in taking up the course.
- Lack of higher education option in social work at Puducherry. The only option is MSW course in Pondicherry Central University and the admission is based on a National Level Entrance Exam.
- Lack of employment opportunities in Government sectors exclusively for professional social workers.

Future plan

To introduce Social Work at the Post Graduate degree level

Department of Tamil

1. **Name of the department** : Tamil
2. **Year of Establishment** : 2005
3. **Names of Programmes / Courses offered** : Foundation course
4. **Names of Interdisciplinary courses** : Nil
5. **Annual/ semester/choice based credit system** : Semester system
6. **Participation of the department in the courses offered by other departments** : Part I Language for U.G. Courses
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.** : Nil
8. **Details of courses/programmes discontinued (if any) with reasons:** : Not Applicable
9. **Number of Teaching posts** : 2

| Designation | Sanctioned | Filled |
|----------------------|-------------------|---------------|
| Professors | - | - |
| Associate Professors | - | - |
| Asst. Professors | 2 | 2 |

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

| Name | Qualification | Designation | Specialisation | Years of Experience | No. of Ph.D. Students guided for the last 4 years |
|--------------------|--|-----------------|----------------------------------|---------------------|---|
| Dr. N. J.Saravanan | M.A.,M.A (Eng)., M.Phil., Ph.D., (NET/JRF) | Asst. Professor | Ancient Literature and Criticism | 07+04 (Research) | Nil |
| Dr.T. Amudhan | M.A., M.A (Ling)., M.Phil., Ph.D., | Asst. Professor | Linguistics, Grammar | 05+03 (Research) | Nil |

11. List of senior visiting faculty : Nil

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty : Nil

13. Student -Teacher Ratio (programme wise) : 42:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Department
is getting help from the college administrative staff members to do necessary work.

15. Qualifications of teaching faculty with Ph.D : 2

16. Number of faculty with ongoing projects from National International funding agencies : Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received : Nil

18. Research Centre/facility recognized by the University : Nil

19. Publications & Presentation:

Dr.N. J. Saravanan

1. “Inayathala Kavidhaigal Nokkum Pokkum” Paper Presented in International Seminar conducted by King Nanthivarman Arts and Science college, Thellaru, 2014.

Dr. T. Amudhan

1. “Ki.Ra. Kathavu Sirukathaiyil Siraar Vilaiyattugal” Paper Presented in Seminar on Folk Lore Conducted by Annamalai University, 2014.
2. “Kilaviyaakkath Thodatiyal Koorugalum Tharkaala Mozhi Nadaium” Paper Presented in International Institute of Tamil Studies, Chennai, 2014.
3. “Approaches to Grammar Teaching” Paper Presented in the Context of Testing & Evaluation, (With Special Reference to Tholkappium), 2012
4. “Kannagi Vazhipaattil Kalitheerthal Kuppam” Paper Presented in Seminar on Folk Lore, Pondicherry University, 2010.
5. Reviewed Text Book “General Tamil” in Seminar on Tamil Text book for UG courses: Text book and Teaching, Pondicherry University, 2009.

20. Areas of consultancy and income generated : Nil

21. Faculty as members in National

Committees / International Committees/

Editorial Boards : Nil

22. Student projects : Nil

23. Awards / Recognitions received by faculty and students : Nil

24. List of eminent academicians and scientists/visitors

to the department : Nil

25. Seminars/ Conferences/Workshops organized

Seminar Organized under the auspices of RUSA

| Sl.No | Date | Topic | Resource person |
|-------|------------|--|---|
| 1 | 23.09.2015 | One day Workshop on “Social Structure in Tamil Classical Literature” | Villianur S.Venkatesan Archeologist |
| 2 | 08.10.2015 | One day Workshop on “How to become a Writer” | Dr.A.Jothi Retd. Prof of Tamil Tagore Arts College, Puducherry |
| 3. | 03.02.2016 | Seminar on “Women Poets in Sangam Literature” | Prof.R.Sambath, Pondicherry University of Linguistics and Culture |
| 4 | 08.02.2016 | Seminar on “ Sangakala Magalir Vazhviyal” | Prof.Ilamathy Janankiraman Dean “Subramania Bharathiyar School of Tamil” Pondicherry University |
| 5 | 10.02.2016 | Workshop on “Social Values of Women” | Prof. K.Panchangam Retd. Professor KMCPG studies. Prof. N.Ilango., Head, Dept. of Tamil, Tagore Arts and College, Puducherry |

26. **Student profile programme/course wise** : Please refer main departments
27. **Diversity of Students** : Rural students – 75%
Urban students – 25%
28. **How many students have cleared national and state competitive examinations such as NET, SLET, Defence services, etc.?** : ---
29. **Student progression** : _
30. **Details of Infrastructural facilities**
- a) Library : College Library
 - b) Internet facilities for Staff & Students : Available
 - c) Class rooms with ICT facility : Available
 - d) Laboratories : Not Applicable
31. **Number of students receiving financial assistance from college, university, government or other agencies** : Not Applicable
32. **Details on student enrichment programmes (special lectures / workshops /seminar) with external experts** : Every year
Thirukural Memorizing Camp has been conducted. Students are exposed to various state level literary competitions like debates, elocution, poetry recitation, and story development.
33. **Teaching methods adopted to improve student learning** : Lecture, Discussion, Seminar, Assignments.

34. Participation in Institutional Social Responsibility (ISR)

and Extension activities

: N.S.S and
Red Ribbon Club

35. SWOC analysis of the department and Future plans

Strength

- There exists a strong Teacher-Student relationship.
- Personal care is taken to identify the weaknesses of the students. Their literary skills and creative skills are encouraged by the faculty.

Weaknesses

- Offered only as a foundation course.
- No Main Department.

Opportunities

- Lot of opportunities are being provided to make the students become creative writers and News readers.
- Students are exposed to electronic and Printing Media experiences.
- Students are also provided opportunities to excel in the field of translation.

Challenges

- Constant encouragement to develop an interest in Tamil Literature and to create an insight among the students towards Tamil Literature.

Future plan:

- To offer Tamil at the Under Graduate level as a main subject.

Department of English

1. **Name of the Department** : English
2. **Year of Establishment** : 2005
3. **Names of Courses/Programmes offered** : Foundation Course
4. **Names of interdisciplinary courses and departments involved** : Nil
5. **Annual/Semester/Choice Based Credit System** : Semester system
6. **Participation of the Department in for courses offered by other departments** : Part I Language U.G. Courses
7. **Courses in collaboration with other universities, industries and foreign institutions, etc** : Nil
8. **Details of courses/programmes discontinued (if any)** : Not Applicable
9. **No. of Teaching posts** : 2

| Designation | Sanctioned | Filled |
|----------------------|-------------------|---------------|
| Professors | - | - |
| Associate Professors | - | - |
| Asst. Professors | 2 | 2 |

10. Faculty profile with name, designation, qualification, specialization

| Name | Qualification | Designation | Specialization | No. of Years of Experience | No. of Ph.D. Students guided for the last 4 years |
|------------------------|-------------------------------|--------------------|--|-----------------------------------|--|
| Dr.D.Ramkumar | M.A., M.Phil., Ph.D. | Asst. Professor | English Language teaching, Indian Literatures in English | 07 | Nil |
| Mrs.V.Vaideki Vanny | M.A., M.Phil. with SLET | Asst. Professor | Feminism | 15 | Nil |

11. List of senior visiting faculty : **Nicole Stellan O'Donnell,**
Fulbright Distinguished
Teacher from Alaska, USA

12. Percentage of lectures delivered and practical classes Handled (programme wise) by temporary faculty : Nil

13. Student -Teacher Ratio (programme wise) : 42:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Department
is getting help from the college administrative staff members to do necessary work

15. Qualifications of teaching faculty with Ph.D. : 1

16. Number of faculty with ongoing projects from National International funding agencies : Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received : Nil

18. Research Centre/facility recognized by the University : Nil

19. Publications :

Dr. D. Ramkumar:

Books (1):

1. Teaching of English to the Visually-Challenged. Puducherry: Puducherry Cooperative Book Society, July 2008. ISBN 81-87299-22-3.

Critical Articles (2):

1. "Teaching of English as a Second Language to Visually-Challenged in India and Abroad: A Comparative Study". Comparative Discriminations: Studies in Literature. Ed. Clement Lourdes. Chennai: Versa Books, 2010. pp. 99-122. ISBN 81-87300-51-5.
2. "Say Goodbye to Book Famine". Library Services for Blind and Visually Impaired People. Eds. Priya R. Pillai and Neela J. Deshpande. New Delhi: APH Publishing Corporation, 2012. pp. 48-54. ISBN 978-93-313-1719-3.
3. "Celebration of Disability in Indian Writings in English." Roots, International Journal of Multidisciplinary Research. Vol.2 Issue5, Eds S.Amstrone, T.Marx and Clement and Lourdes. Madurai.2016. pp 105-112, ISSN 2349-8684.

20. Areas of consultancy and income generated : Nil

21. Faculty as members in International and National Committees : Nil

22. Student projects : Nil

23. Awards/Recognitions received by faculty :

Dr. D.Ramkumar

- State award for eminence in academics for Tamil Nadu and Puducherry conferred by Indian Association for Blind, Madurai (Jan 2011)
- Pondicherry University Vice-Chancellor's one time gold medal for meritorious performance in Ph.D (2012)
- Outstanding young person state award JCI Pondicherry (Oct 2012)
- Outstanding young person National Award JCI India (Dec 2012)
- Best differently abled Government servant of Puducherry conferred by the Government of Puducherry (Dec 2013)

24. List of eminent academicians /visitors to the Department : Nil

25. Seminars/ Conferences/Workshops organized & the source of funding Seminars organized under the auspices of RUSA

| Sl.No | Date | Particulars | Resource person |
|-------|------------|---|--|
| 1 | 25.9.2015 | English and the Indian mind | Dr.P.Raja, Former Professor of English, KMPGRC. |
| 2 | 25.9.2015 | Empowerment of Women through Education | Dr.A.Lakshmi Duttai, Assistant Professor of Tamil, Pondicherry University Community |
| 3. | 28.9.2015 | E-publishing and Employment opportunities | Mr.I.Shankar Free-lance consultant copy-editor |
| 4 | 18.02.2016 | Communicative English for Careers | Dr.R.Jayanthi Sundaram Former Head, Dept. of English, Tagore Arts College, Puducherry. Prof. Dr.D.Gnanasekaran, Former Prof and Head, Dept of English, KMCPG studies Dr. A.Kala, Asst.Prof and Head, Dept.of English, Tagore Arts College , Puducherry |
| 5 | 26.02.2016 | Feel Employable | Mr.A.Vinodh, Editor, Media Pvt. Ltd, Coimbatore |

26. **Student profile programme/course wise** : Please refer
main departments
27. **Diversity of Students** : Rural students – 75%
Urban students – 25%
28. **How many students have cleared national and state
competitive examinations such as NET, SLET or others?:** _
29. **Student progression** : _
30. **Details of Infrastructural facilities**
- a) Library : College Library.
 - b) Internet facilities for Staff & Students : Wi-fi enabled
internet LAN
with a speed of
2mbps
 - c) Class rooms with ICT facility : Availability of
LCD Projector
 - d) Laboratories : Nil
31. **Number of students receiving financial
assistance from college, university,
government or other agencies** : Refer main
departments
32. **Details on student enrichment programmes
(special lectures / workshops /seminar) with
external experts** :Nil
33. **Teaching methods adopted to improve
student learning** : Chalk and Talk
method, Audio-Visual aids, Debates, Interactive lectures.

34. Participation in Institutional Social Responsibility

(ISR) & Extension activities : Red Ribbon Club, Clean India Program

35. SWOC analysis of the department and Future Plans

Strengths

- Fully qualified permanent staff (meeting the UGC criteria)
- Meeting, teaching and interacting with all students of UG classes
- Participation in Intra departmental Activities, both academic and extracurricular activities
- Implementation of New syllabus for Foundation course in English

Weaknesses

- Lack of communicative skills on the part of the students
- Insistence of the students on bilingual teaching
- Subject taught only as Foundation Course and not as Main programme

Opportunity

- Demand for a Main English UG course is great, hence the need for one such department
- Enhancement of teaching manuals for teaching soft skills, language skills and English for Competitive Examination.
- Designing of indigenous modules for teaching English for careers with focus on Business Correspondence, Technical English and Interview & Group Discussion.

Challenges

- Establishing ICT facilities, Introducing Projects and Assignments
- Teaching Presentation Skills, Spoken English to all the sections through manual / lecture methods.

Future Plan

To introduce UG Degrees in English and Journalism and Mass Communication

Department of Psychology

1. **Name of the department** : Psychology
2. **Year of Establishment** : 2005
3. **Names of Programmes / Courses offered** : Psychology as allied for B.A. Social Work
4. **Names of Interdisciplinary courses** : Not Applicable
5. **Annual/ semester/choice based credit system** : Semester system
6. **Participation of the department in the courses offered by other departments** : Two papers as Allied papers
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.** : Nil
8. **Details of courses/programmes discontinued** : _
9. **Number of Teaching posts** : 1

| Designation | Sanctioned | Filled |
|----------------------|-------------------|---------------|
| Professors | - | - |
| Associate Professors | - | - |
| Asst. Professors | 1 | 1 |

10. Faculty profile with name, qualification, designation, specialization

| Name | Qualification | Designation | Specialization | Years of Experience | No. of Ph.D Students guided for the last 4 Years |
|---------------------|-----------------------|---------------------|----------------------------------|----------------------------|---|
| Mrs. K.Bhuvaneswari | M.A., M.Phil with NET | Assistant Professor | Child Psychology, Child Welfare. | 7 years | N.A |

11. List of senior visiting faculty : _

12. Percentage of lectures delivered and practical classes Handled by temporary faculty : Necessity does not arise

13. Student -Teacher Ratio : 26:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Department is getting help from the college administrative staff members to do necessary work

15. Qualifications of teaching faculty : M.Phil - 1

16. Number of faculty with ongoing projects : Nil

17. Departmental projects funded by UGC, DST : Nil

18. Research Centre /facility recognized by the University : Not Applicable

19. Publications & Presentation:

1. “Child Sexual Abuse: A Progressive Social Disorder” Paper Published in Indian Journal of Health and Wellbeing, Vol 7, No.6 (2016), ISSN 2229-5356.
2. “Need for Course on Child Protection – Under Distance Education mode” Paper Presented in National Conference on Distance Education in India: Emerging Challenges and Prospects held during 8 - 9 Sep 2016 at Pondicherry University.
3. “Learners’ Challenge in Distance Education” Paper Presented in National Conference on Distance Education in India: Emerging Challenges and Prospects held during 8-9 Sep 2016 at Pondicherry University.

4. BOOK:

Bhuvaneswari. K (2011). “*Child and Adolescent Psychology*”. CBS Publishers and Distributors Pvt Ltd, New Delhi. ISBN 978-81-239-2022-1

20. Areas of consultancy and income generated

: Nil

21. Faculty as members in

: **Member in Child Welfare Committee, Pondicherry, since Jan 2012**

22. Student projects

: _

23. Awards / Recognitions received by faculty and students

: Nil

24. List of eminent academicians and scientists / visitors to the department

- Dr.Susan Solomon Professor of Psychiatry, Pondicherry Institute of Medical Sciences, Puducherry.
- Mr.S. Saravanan Assistant Professor of Clinical Psychology, Pondicherry Institute of Medical Sciences, Puducherry.

25. Seminars /Workshops organized

Seminar Organized under the auspices of RUSA

| Sl.No | Particulars | Date | Resource person |
|-------|---|---------------------|--|
| 1 | ‘Gender and You’ | 14.09.2015 | Dr.Vidyaa Ramkumar Chairperson, CWC (Child Welfare Committee), Puducherry. Ms.Rachna Singh Superintendent of Police, Puducherry |
| 2 | Decoding Myths and Misconceptions of Mental Health | 15.10.2015 | Mr.S.Saravanan, Clinical Psychologist, P.I.M.S., Puducherry |
| 3. | Working with Families | 15.02.2016 (F.N) | Mr.M.Muthukumaran, NIMHANS, Bangalore |
| 4. | How to get help and How to help – Suicide Prevention Programmes | 15.02.2016 (A.N) | Dr.Nancy Premkumar, Medical Social Worker, JIPMER, Puducherry Dr.Kumar, Director, CIRPE, Puducherry |
| 5 | ToT Programme on ‘Good Touch and Bad Touch’ | 29.02.2016 | Mrs.D.Elizabeth, Team Worker, Childline, Puducherry |

26. **Student profile programme/course wise** : Please refer Dept of
Social Work
27. **Diversity of Students** : Please refer Dept of
Social Work
28. **How many students have cleared
competitive examinations** : _
29. **Student progression** : _
30. **Details of Infrastructural facilities**
a) Library : General Library
b) Internet facilities for Staff & Students : Available
c) Class rooms with ICT facility : Available
d) Laboratories : Not Applicable
31. **Number of students receiving
financial assistance** : Not Applicable
32. **Details on student enrichment
programmes** : World Mental
Health Day is observed every year
33. **Teaching methods adopted to
improve student learning** : Interactive lecture, Seminar,
Discussion, Quiz, Debate
34. **Participation in Institutional Social Responsibility (ISR)
and Extension activities** : _

35. SWOC analysis of the department and Future plans

Strength

- Professional relationship between teacher and student is very strong
- Students are highly motivated and are attentive in class

Weakness

- Students from rural background have difficulty in understanding English

Opportunity

- Scope of Psychology is very wide ranging from working in schools, hospitals, teaching to research
- Introducing B.Sc Psychology at U.G level

Challenges

- Infrastructure facility needs to be strengthened

Future plan

To introduce Psychology at degree level and P.G diploma in Counselling and Guidance

5. Declaration by the Principal

I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Place: Pondicherry

Date: 28.09.2016



Signature of the Principal
(Dr.Cheryl-Ann Gerardine Shivan)

PRINCIPAL
KASTHURBA COLLEGE FOR WOMEN
VILLIANUR,
PUDUCHERRY - 605 110.

NAAC – PREPARATION OF SELF STUDY REPORT

Steering Committee

Chair Person

Dr. Cheryl-Ann Gerardine Shivan, Principal

Co-ordinator

Mrs. K. Bhuvaneswari, Assistant Professor of Psychology

Members

1. Mr. J. Prabakaran, Assistant Professor of Historical Studies
2. Ms. K. T. Anju, Assistant Professor of Social Work
3. Dr. D. Ramkumar, Assistant Professor and Head, Department of English
4. Mrs. V. Vaideki Vanny, Assistant Professor of English

| KASTHURBA COLLEGE FOR WOMEN | | | | |
|--|---------------------------|--------------------|--|-------------------|
| Particulars of Staff (as on 29.08.2016) | | | | |
| Sl. no. | Name | Designation | Qualification | Experience |
| Department of Historical Studies | | | | |
| 1 | Mr. J. Chalapathi Rao | Asst. Prof. | M.A., M.Phil., with SET | 7 Years |
| 2 | Mr. P. Vijayarangam | Asst. Prof. | M.A., M.Phil., with NET | 13 Years |
| 3 | Mr. P. Sadish | Asst. Prof. | M.A., M.Phil., with NET | 15.6 Years |
| 4 | Mr. J. Prabakaran | Asst. Prof. | M.A., M.Phil., | 12 Years |
| Department of Social Work | | | | |
| 5 | Mr. C. P. Anoop | Asst. Prof. | M.S.W., M.Phil., with NET | 8.5 Years |
| 6 | Mr. M. Saji | Asst. Prof. | M.S.W., with NET | 7 Years |
| 7 | Ms. K.T. Anju | Asst. Prof. | M.S.W., M.Phil., with NET | 8.5 Years |
| 8 | Mr. P. Ashok Alexander | Asst. Prof. | M.S.W., M.Phil., with NET | 1 Year |
| Department of Psychology | | | | |
| 9 | Mrs. K. Bhuvaneswari | Asst. Prof. | M.R.Sc., M.A., M.Phil., with NET | 7 Years |

Self-Study Report

| Department of Tamil | | | | |
|-----------------------|--------------------------|-----------------------------------|---|-------------------|
| 10 | Dr. N. J. Saravanan | Asst. Prof. | M.A., M.A (Eng)., M.Phil., Ph.D., JRF | 7+4 (Research) |
| 11 | Dr. T. Amudhan | Asst. Prof. | M.A., M.A (Ling)., M.Phil., Ph.D., | 5+3 (Research) |
| Department of English | | | | |
| 12 | Dr. D. Ramkumar | Asst. Prof. | M.A., M.Phil., Ph.D., | 7 Years |
| 13 | Mrs. V. Vaideki Vanny | Asst. Prof. | M.A., M.Phil., with SLET | 15 Years |
| Physical Education | | | | |
| 14 | Dr. G. Dhanalakshmi | Physical Education Director | M.P.Ed., P.G.Dip (Yoga)., Ph.D., with JRF | 5 Years |
| Library | | | | |
| 15 | Mrs. S. Kida | Asst. Librarian. | M.L.I.S., M.Phil., M.B.A., PGDLAN., PGDYS | 9 Years |

Copy of 2 (f) Certificate



23232701, 23232701, 23237721
23232701, 23235733, 23232317
23232701, 23239437, 23239627
Extension No. 413 (CPP-I Colleges)
UGC Website: www.ugc.ac.in



ज्ञान-विज्ञान विमुक्तये
SPEED POST

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

F No 8-236/2011 (CPP-I/C)

April, 2011

The Registrar,
Pondicherry University,
R.V. Nagar, Kalapet,
Puducherry – 605 014.

2 MAY 2011

Sub: - Recognition of College under Section 2 (f) of the UGC Act, 1956.

Sir,

I am directed to refer to the letter No. PU/Dean/CDC/2010-11/562 dated 03.02.2011 received from the Dean, CDC on the above subject and to say that it is noted that the following college is temporarily affiliated to Pondicherry University. I am further to say that the name of the following college has been included in the list of colleges prepared under Section 2 (f) of the UGC Act, 1956 under the head 'Non-Government Colleges teaching upto Bachelor's Degree':-

| Name of the College | Year of Establishment | Remarks |
|---|-----------------------|--|
| Kasthurba College for Women, Villianur, Puducherry – 605 110. | 2005 | The College does not fulfill the requirement of permanent affiliation. Therefore, the College is not eligible to receive Central assistance under Section 12 (B) of the UGC Act, 1956. |

The Indemnity Bond and the other supporting documents submitted in respect of the above College have been accepted by the University Grants Commission.

Yours faithfully,

(Uma Bali)

Under Secretary

Copy to:-

1. The Principal, Kasthurba College for Women, Villianur, Puducherry – 605 110.
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary Education & Higher Education, Shastri Bhavan, New Delhi – 110 006.
3. The Secretary (Education), Andaman & Nicobar Islands Administration, Secretariat, Port Blair – 744 101, (Andaman and Nicobar).
4. The Joint Secretary, UGC, South Eastern Regional Office (SERO), P.B. No. 152, A.P.S.F.C. Building, IV Floor, 5-9-194, Chirag Ali Lane, Hyderabad - 500 001, (Andhra Pradesh).
5. Publication Officer (Website-UGC), New Delhi.
6. Section Officer (F.D.-III Section), U.G.C., New Delhi.
7. All Sections, U.G.C., New Delhi.
8. Guard file.

(Sunita Gulati)
Section Officer

Copy of Land Transfer Documents

GOVERNMENT OF PUDUCHERRY
OFFICE OF THE DEPUTY COLLECTOR (REVENUE) SOUTH

No: 2891/DCRS//C1/LR/2004-05

Villianur, dt. 22.10.2015

PROCEEDINGS

The Deputy-Collector (Revenue) South, Villianur, handed over possession of Government lands Detailed below to The Director, Department of Higher and Technical Education, Puducherry on 22.10.2015 at 11:00 AM, which were transferred to the Department of Higher Education, Government of Puducherry vide G.O.Ms.No.16/2015 dated 18.08.2015 of Department of Revenue And Disaster Management. The Government has accorded sanction vide G.O cited above for utilizing the said land for a public purpose namely, construction of Buildings for Government run Kasthurba College for Women to be established through the Department of Higher and Technical Education Puducherry.

Number and Name of Revenue Village : Korkadu


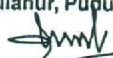
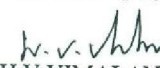
Taluk : Bahour

| S.No | Resurvey No. | Extent H. A. Ca | Boundaries | Remarks |
|------|--------------|--------------------|--|-----------------|
| 1 | 71/4 | 00 - 88 - 50 | North: 71/1, 71/2 East: Perungalur Village South: 149/1/B, 149/2/B West: 72/3, 71/1 | Government Land |
| 2 | 148/1/B | 00 - 06 - 55 | North: 148/1A East: 151/1/B South: 151/1/B, 146/1, 148/2 West: Bahour Road | Government Land |
| 3 | 148/3/B | 00 - 08 - 55 | North: 148/3/A, East: 149/3/B South: 151/1/B, 150/1/B West: 151/1/B | Government Land |
| 4 | 149/1/B | 00 - 42 - 00 | North: 72/2, 72/3, 71/4 East: 71/4, 149/2/B South: 149/1/A West: Bahour Road and 72/2 | Government Land |
| 5 | 149/2/B | 00 - 74 - 10 | North: 71/4 East: Perungalur Village South: 149/2/A, 149/3/B West: 149/1/B, 149/2/A, 149/3/B | Government Land |

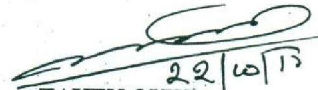
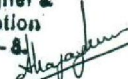
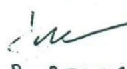
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-2:-

| | | | | |
|-------|---------|--------------|---|-----------------|
| 6 | 149/3/B | 00 - 55 - 65 | North:149/3/A,149/2/B East: Perungalur Village South: 150/1/B, 150/1/A West: 148/3/B,149/3/A | Government Land |
| 7 | 150/1/B | 01 - 09 - 08 | North: 149/3/B,148/3/B East:150/1/A South: 150/2/B West:151/1/B,151/2,151/3/A | Government Land |
| 8 | 150/2/B | 00 - 50 - 04 | North: 150/1/B East: 150/2/C South: 152/1,150/2/A West:151/3/A,150/2/A | Government Land |
| 9 | 151/1/B | 00 - 51 - 15 | North:148/1/B,151/1/A,148/3/B East: 150/1/B,148/3/B South: 151/2 West: 146/1,148/1/B | Government Land |
| 10 | 151/2 | 00 - 54 - 00 | North: 151/1/B East: 150/1/B South: 151/3/A West: 146/1 | Government Land |
| Total | | 05 - 39 - 62 | | |


HANDED OVER 22/10/15
S. RAJAMANICKAM
 Deputy Collector (Revenue) South
 Villianur, Puducherry.
 Witnesses:
 1. 
C. DHAKSHINAMOORTHY
 Revenue Officer
 Office of Deputy Collector (Rev) South
 2. 
H.V. VIMALAN 22/10/15
 Deputy Tahsildar
 Office of Deputy Collector (Rev) South




TAKEN OVER 22/10/15
S. GANESHIN
OFFICER ON SPECIAL DUTY
 Directorate of Higher &
 Technical Education
PUDUCHERRY-81
 Witnesses:
 1. 
A.R. AJAY KUMAR
 Superintendent
 Dte. of Hr. & Tech. Education, Pdy.
 2. 
P. S. ETEM
 Asstt. Dir.
 DTE, Puducherry.



**GOVERNMENT OF PUDUCHERRY
ABSTRACT**

RDM- Transfer of land to the Department of Higher Education in R.S.No. 71/4, 148/1B, 148/3B, 149/1B, 149/2B, 149/3B, 150/1B, 150/2B, 151/1B, 151/2 of Korkadu Revenue Village, Bahour Taluk of Puducherry, taken over possession by the Government under the provisions of Puducherry Land Reforms (Fixation of Ceiling on Land) Act, 1973

DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT

G.O.Ms.No. 16/2015

Puducherry, dt 18-08-2015

ORDER

WHEREAS an extent of 05-39-62 Hectares of lands situated in R.S.No. 71/4, 148/1B, 148/3B, 149/1B, 149/2B, 149/3B, 150/1B, 150/2B, 151/1B, 151/2 of Korkadu Revenue Village, Bahour Taluk of Puducherry, in respect of the land owner M/s Asian Paints Ltd., declared as surplus was taken possession by the Government under the Puducherry Land Reforms (Fixation of Ceiling on Land) Act, 1973.

2. AND WHEREAS the Secretary (Education), Puducherry has requested for the transfer of the above mentioned lands to the Director, Department of Higher Education Puducherry for public purpose namely for the construction of Buildings for Government run Kasthurba College for Women which was established for Higher Education and empowerment of women of rural area.

3. NOW THEREFORE, in exercise of the powers conferred in section 34-A of the Puducherry Land Reforms (Fixation of Ceiling on Land) Act, 1973, the Lieutenant Governor, Puducherry having been satisfied that it is necessary so to do in the interest of the public, hereby reserves the said erstwhile surplus land, now Government land measuring to an extent of 05-39-62 Hectares, in R.S.No. 71/4, 148/1B, 148/3B, 149/1B, 149/2B, 149/3B, 150/1B, 150/2B, 151/1B, 151/2 of Korkadu Revenue Village, Bahour Taluk of Puducherry taken over possession by the Government under the said Act for public purpose and accord sanction for handing over the said land on 'no profit no loss' basis to the Director, Department of Higher Education, Puducherry for the above said public purpose.

4. The details of the land are as follows:-

Revenue Village: 64-Korkadu Taluk: Bahour District: Puducherry

| S.No | Resurvey No. | Extent H. A. Ca | Boundaries | Remarks |
|------|--------------|--------------------|--|---------------------|
| 1 | 71/4 | 00-88-50 | North: 71/1, 71/2 East: Perungalur Village South: 149/1/B, 149/2/B West: 72/3, 71/1 | Government Wet Land |
| 2 | 148/1/B | 00-06-55 | North: 148/1A East: 151/1/B South: 151/1/B, 146/1, 148/2 West: Bahour Road | Government Wet Land |

| | | | | |
|-------|---------|----------|---|---------------------|
| 3 | 148/3/B | 00-08-55 | North:148/3/A, East: 149/3/B South:151/1/B,150/1/B West: 151/1/B | Government Wet Land |
| 4 | 149/1/B | 00-42-00 | North:72/2,72/3,71/4 East: 71/4,149/2/B South:149/1/A West: Bahour Road and 72/2 | Government Wet Land |
| 5 | 149/2/B | 00-74-10 | North:71/4 East: Perungalur Village South: 149/2/A,149/3/B West:149/1/B, 149/2/A,149/3/B | Government Wet Land |
| 6 | 149/3/B | 00-55-65 | North:149/3/A,149/2/B East: Perungalur Village South: 150/1/B, 150/1/A West: 148/3/B,149/3/A | Government Wet Land |
| 7 | 150/1/B | 01-09-08 | North: 149/3/B,148/3/B East:150/1/A South: 150/2/B West:151/1/B,151/2,151/3/A | Government Wet Land |
| 8 | 150/2/B | 00-50-04 | North: 150/1/B East: 150/2/C South: 152/1,150/2/A West:151/3/A,150/2/A | Government Wet Land |
| 9 | 151/1/B | 00-51-15 | North:148/1/B,151/1/A,148/3/B East: 150/1/B,148/3/B South: 151/2 West: 146/1,148/1/B | Government Wet Land |
| 10 | 151/2 | 00-54-00 | North: 151/1/B East: 150/1/B South: 151/3/A West: 146/1 | Government Wet Land |
| Total | | 05-39-62 | | |

5. In case, the said land is not utilized for the said purpose, the land shall stand reverted back to the Department of Revenue and Disaster Management, Puducherry.

// BY ORDER OF THE LIEUTENANT GOVERNOR//

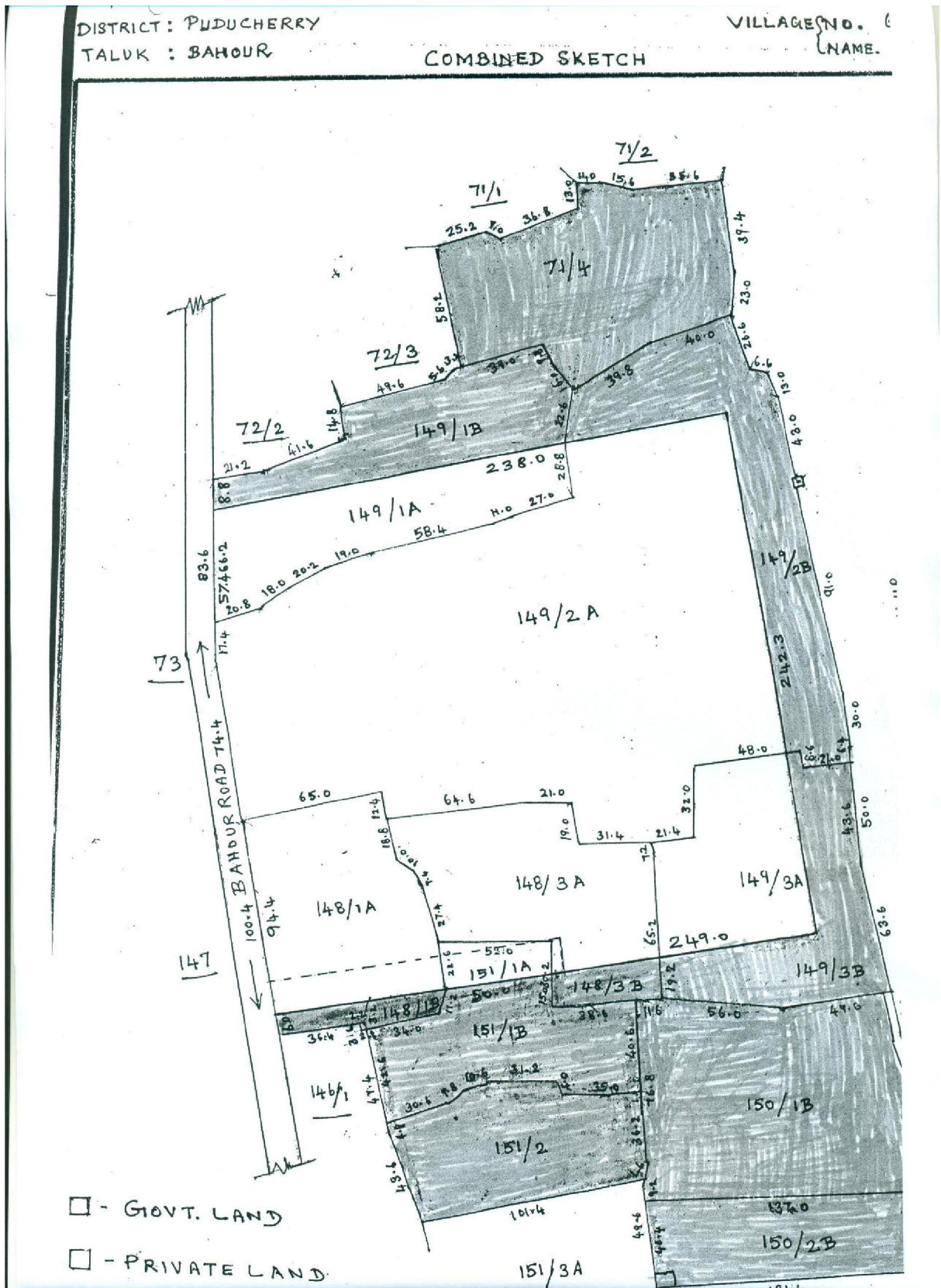
(D. MANIKANDAN, I.A.S.)
SPECIAL SECRETARY (REVENUE)

To
✓ The Deputy Collector (Revenue) South... Villianur. - With instructions to hand over the land after making necessary entries in the Revenue Records.

Copy to:

1. The Director, Department of Higher Education, Puducherry.
2. The Director of Survey and Land Records, Puducherry) For necessary updation / Correction of
3. The Tahsildar, Taluk Office, Bahour.) Revenue Records
4. Stock file / G.O.file.

Self-Study Report



Self-Study Report

14896
11/9/15

23/10/15

PONDICHERY SOCIETY FOR HIGHER EDUCATION
Rt No: *1073*
Date: **11 SEP 2015**
PONDICHERY - 605 008.

GOVERNMENT OF PUDUCHERRY
OFFICE OF DEPUTY COLLECTOR (REVENUE) SOUTH
VILLIANUR

SECRETARY EDN., LAD., PONDICHERY
No: *0109/DCRS/PA/2015 - 16.*

07 SEP 2015
No: *5183*
PONDICHERY

Villianur, dt. 31.08.2015

To

The Secretary to Government (Education),
Chief secretariat,
Puducherry.

Sir

Sub: DCRS - Transfer of land -Reg.

I submit to enclose a copy of the G.O.Ms.No.16/2015 dated 18.08.2015 relating to transfer of Land in Koradu Revenue Village, Bahour Taluk of Puducherry, for construction of Government Kasthurba College for Women for information please.

DHTE
Principal Villianur
copy to sub-
2 plan of action
to construct kind
buildings immediately

Yours faithfully

11/9

MS, PONSHE

14/9

16-2

(S. RAJAMANICKAM)
DEPUTY COLLECTOR (REV) SOUTH

Encl: As stated above.

Encl NO 1073/PONSHE/EST/163/2015 dt. 16.10.2015

Copy forwarded to the Principal, Kcw, Villianur for further necessary action in this regard.

TO:
The Principal,
Kasthurba College for Women,
Villianur.

SENIOR ACCOUNTS OFFICER
Pondicherry Society for Higher Education
Puducherry - 605 008.



CyS 03/6/16

**PONDICHERRY SOCIETY FOR HIGHER EDUCATION
SOCIETY FOR HIGHER EDUCATION**

(A Society fully funded and managed by the Government of Puducherry)

(PONSHE – REGN. NO. 397/2007)

| | |
|---|---|
| Address: PIPMATE Complex, Lawspet, Puducherry – 605 008 | Phone: (0413) 2257832 Fax : (0413) 2254590 |
|---|---|

No. 323/ PONSHE/Estt /2015 - 16

Puducherry, dt. 2.06.2016.


I.D.NOTE

Sub: PONSHE – Estt – Shifting of Kasthurba College for Women to new campus in Korkadu – In- Principle approval – Accorded.

- Ref: 1. G.O.Ms.No. 16/2015 dt.18.08.2015 of the Dept. of Revenue and Disaster Management, Puducherry.
2. No.560/KCWV/A1/2015-16/237 dt. 15.03.2016 of the Principal, KCW, Villianur.

In-Principle approval is hereby accorded for shifting of Kasthurba College for Women from the campus of Kannagi Government Girls Higher Secondary School, Villianur to the proposed building to be constructed in the allocated land measuring 05-39-62 Hectares in R.S No. 71/4, 148/1/B, 148/3/B, 149/1/B, 149/2/B, 149/3/B, 150/1/B, 150/2/B, 151/1/B, 151/2 at Korkadu Revenue Village in Bahour Taluk, Puducherry.

/BY ORDER OF THE CHAIRMAN/


(YASAM LAKSHMI NARAYANA REDDY)
MEMBER SECRETARY

✓
The Principal,
Kasthurba College for Women,
Villianur, Puducherry.

Copy to:
The Director, Directorate of Higher and Technical Education, Puducherry.

Copy of Auditor's Report



कार्यालय प्रधान महालेखाकार (सामान्य एवं सामाजिक क्षेत्र लेखापरीक्षा)
तमिलनाडु एवं पुदुचेरी
शाखा कार्यालय पुदुचेरी
दूसरा तल, डी.ए.टी. बिल्डिंग,
कुमारगुरुपल्लम, पुदुचेरी - 605 001.
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (G&SSA)
Tamilnadu & Puducherry
Branch Office : Puducherry
II Floor, DAT Building, Kumaragurupallam,
Puducherry - 605 001.



TO BE RETURNED WITH REPLY NOT LATER THAN 30 DAYS

No.Pr.AG(G&SSA)/ PBS I/2/IR-088/2015-16/ 156

Dated: 28.10.2015

To

The Secretary to Government (Education),
Government of Puducherry,
Chief Secretariat,
Puducherry.

[Handwritten initials]

Sir,

I forward herewith the Inspection Report on the Accounts of the office of the Pondicherry Society for Higher Education, Puducherry. Copy of the report has been forwarded to Member Secretary, Pondicherry Society for Higher Education, Puducherry. You may kindly arrange to send his/ her replies with your remarks/ orders indicating the action taken thereof.

2.1 Part IB of the Report indicates the paragraphs of the previous Inspection Report still remaining unsettled. The settlement of these outstanding paragraphs requires expeditious action.

2.2 Part IC of the Report brings out persistence of defects, omissions and irregularities pointed out in the previous Inspection Report but not rectified. These require investigation into the continued existence of the defects etc., and immediate remedial measures.

2.3 Part II of the Report deals with important defects and irregularities for which action has to be initiated at the level of the Head of the Department/ Government.

3. Part III list of other defects and omissions noticed during the local audit has been issued on the spot to the Head of Office inspected with a request to set right the defects and omissions. A report of the action taken on this list may kindly be verified during department inspections. The rectification of the defects and omissions will be verified during next audit by the audit party.

4. The receipt of the Inspection Report may kindly be acknowledged.

Yours faithfully,

[Handwritten signature]

for Sr. Deputy Accountant General (P)

Dated: 28.10.2015

✓ Endt. No.Pr.AG(G&SSA)/ PBS I/2/IR-088/2015-16/ 157

Copy forwarded the Member Secretary, Pondicherry Society for Higher Education, Puducherry with a copy of Inspection report and supplement of Part III (Test Audit Note) for information and necessary action. Reply to supplement of Part III is not required to be sent to this office. However, the rectification of the defects pointed out therein will be verified during next audit.

[Handwritten signature]

for Sr. Deputy Accountant General (P)

दूरभाष / Phone : 0413 - 2210082

फैक्स / Fax : 0413 - 2214224

PART I B

Outstanding paras of previous Inspection Reports

IR No. 75/09-10(IGCAS, Kethrkaman, Puducherry)

Para 01/II B:- Infertuous expenditure incurred in Pay and Allowances of Chemistry Lecturer kept without any necessity Rs.12.48 lakh.

IR No. 84/2013-14

Para 01/II B:- Appointment of teaching staff without minimum qualification.

Para 02/II B:- College functioning with provision affiliation for than a decade.

Para 03/I B:- CPF account with EPF organisation not operated and employers contribution of 10 percent not provided with CPF account.

IR 57/2013-14 (Kasturba College for Women, Villianur)

Para 01/II B:- Appointment of Assistant Professor-Against UGC norms.

Para 02/II B:- Non refund of caution deposit.

IR 10/2014-15 (Perunthalaivar Kamaraj College of Education, Karaikal)

Para 02/II B:- Short deduction of Professional Tax.

Para 04/II B:- Improper maintenance of Cash Book.

Para 05/II B:- Discrepancies and incorrect entries made in the Service Books.

Para 06/II B:- Excess credit of Earned Leave of vacations staff.

IR 90/2014-15 (Perunthalaivar Kamaraj Arts College, Kalitheerthaalkuppam)

Para 01/II B:- Appointment of teaching staff without minimum qualification.

IR No. 109/2010-11(PONSNE)

Para 1/II B:- Land purchased for construction of building for Indira Gandhi College of Arts and Science, Kodambakkam at a cost of Rs. 3.90 crore

IR No. 102/2011-12

Para 1/II B:- Release of Grant-in-Aid to College without considering the unspent balance fees collected.

Para 2/II B:- Improper maintenance of CPF Account in PONSHE

Para 3/ III:- Annual physical Verification not conducted and the condemned computers not disposed off

IR No.122/2012-13

Para 01/II B:- Lacking of infrastructure facilities in constituent colleges under the control of PONSHE

Para 03/II B:- Avoidable expenditure of Rs.14.7 lakh on engagement of unqualified lecture in Arts and Science College of PONSHE.

Para 06/II B:- (a) Non revision of fee structure.
(b) Non adoption of uniform fee structure.

Para 07/II B:- Improper purchase of uniform material.

IR. No. 82/2013-14

Para 02/II B:- Non utilisation of special component fund for SCs resulted in non achievement of objective.

Para 03/II B:- Non contribution of Employers share under CPF scheme Rs.1.45 crore.

Para 04/II B:- Under utilisation of GIA Rs.10.02 lakh.

IR No. 85 /2014-15

Para 01/II B:- Improper diversion of SCSP funds to general purpose Rs.55,18,352/-

Para 02/II B:- Avoidable surcharge for belated payment of current consumption charges Rs.11,41,537/-

Para 03/II B:- Non deduction of statutory tax from the outsourced agency resulted in loss of revenue.

Para 04/II B:- Inordinate delay on construction of own building for IGCAS resulted in non achievement of objective and blocking of funds Rs.4.01 crore.




Para 05/II B:- Non deduction of professional tax resulted in violation of codal provision.

Para 06/II B:- Discrepancies noticed in the annual Financial accounts

Para 1/III:- Non conduct of Internal audit.

Para 2/III:- Annual Governing Body meeting not convened for the last two years.

Copy of PTA Registration

| | |
|--|---|
|  CERTIFICATE OF REGISTRATION OF SOCIETIES (Act No. XXI of 1860) | S. No. 268 of 2016 |
| <i>I hereby certify that KASTHURBA COLLEGE PARENTS TEACHERS ASSOCIATION has this day been registered under the Societies Registration Act, 1860 (Act No. XXI of 1860).</i> | |
| <i>Given under my hand at PUDUCHERRY this TWENTY EIGHTH day of JULY Two Thousand and Sixteen.</i> | |
|  |  (S.R. RADHIKA) Registrar of Companies Puducherry |

