



GOVERNMENT OF PUDUCHERRY

**REPORT OF
ACADAMIC AND ADMINISTRATIVE AUDIT
OF GOVERNMENT HIGHER AND TECHNICAL
EDUCATION INSTITUTIONS IN THE UNION TERRITORY
OF PUDUCHERRY**

Submitted to



PUDUCHERRY STATE HIGHER EDUCATION COUNCIL

Prepared by

**ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) TEAM
PUDUCHERRY**

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1. Audit Key Steps and Visit Schedule

AAA Council Meeting	–	18-04-2017
AAA Meeting with the Principals	–	20-06-2017
Planning Completed	–	21-06-2017
Visit to Colleges at Yanam	–	06-08-2017 to 09-08-2017
Visit to Colleges at Karaikal	–	28-08-2017 to 31-08-2017
Visit to Colleges at Mahe	–	14-09-2017 to 17-09-2017
Visit to Colleges at Puducherry	–	11-10-2017 to 13-10-2017 06-11-2017 to 08-11-2017 05-01-2018
Field Work Completed	–	05-01-2018
Draft Report Completed	–	10-04-2018
Final Report Completed	–	13-04-2018
Report Presented to the Government	–	15-05-2018

Prepared by the Academic and Administrative Audit (AAA) Team

- 1. Prof. Dr. K. Muthuchelian** : **Chairman**
(Former Vice-Chancellor, Periyar University, Salem)
2/133, Sakthi Kudil, North First Street,
Palkalai Nagar East, Madurai – 625 021, Tamil Nadu
- 2. Dr.S.Kumuda** : **Member**
Former Principal, BGCW, Puducherry
- 3. Dr.E.M.Rajan** : **Member**
Former Principal, TAC, Puducherry
- 4. Dr.M.P.Ramanujam** : **Member**
Associate Professor (Retd.), KMCPGS, Puducherry
- 5. Dr.V.Prithivraj** : **Member**
Former Principal, PEC, Puducherry
- 6. Dr.S.Mohandoss** : **Member Co-ordinator**
Member Secretary -PSHEC, Puducherry

2. Nature of Colleges/ Institutions and Visit Schedule

Sl. No.	Name of the College / Institution	Place	Date of Visit
Category I – Arts and Science Colleges			
1.	Arignar Anna Government Arts & Science College	Karaikal	28 th August, 2017
2.	Avvaiyar Government College for Women	Karaikal	29 th August, 2017
3.	Bharathidasan Government College for Women	Puducherry	11 th October, 2017
4.	Indira Gandhi College of Arts & Science	Kadirkamam, Puducherry	11 th October, 2017
5.	Kasturba College for Women	Villianur, Puducherry	12 th October, 2017
6.	Kanchi Mamunivar Centre for Post Graduate Studies	Puducherry	11 th October, 2017
7.	Mahatma Gandhi Government Arts College	Mahe	15 & 16 th September, 2017
8.	Perunthalaivar Kamarajar Arts College	Kalitheerthalkuppam, Puducherry	13 th October, 2017
9.	Rajiv Gandhi Arts & Science College	Thavalakuppam, Puducherry	13 th October, 2017
10.	Dr. Sarvepalli Radhakrishnan Government Arts College	Yanam	07 th August, 2017
11.	Tagore Government Arts & Science College	Puducherry	12 th October, 2017
Category II – Engineering Colleges			
12.	Pondicherry Engineering College	Puducherry	6 th November, 2017 & 5 th January, 2018
13.	Perunthalaivar Kamarajar Institute of Engineering & Technology	Karaikal	29 th August, 2017

**10. Dr. SARVEPALLI RADHAKRISHNAN GOVERNMENT
ARTS COLLEGE
YANAM
Puducherry**



07th August, 2017

General Profile of the College

Section I: GENERAL PROFILE	Information
1.1.Name and Address of Institution	Dr. Sarvepalli Radhakrishnan Government Arts college, Yanam
1.2 Year of Establishment	1973
1.3 Current Academic Activities at the Institution (Numbers):	
• Faculties	32
• Departments/Centers	11
• Programmes/Course Offered	PG: 2 UG: 7 Diploma: 2
• Permanent Faculty Members	25
• Permanent Support Staff	17
• Number of Students	498
1.4 Three Major Features in the Institutional Context (Perceived by AAA team):	1. The only college in the rural region of the Union Territory. 2. Good infrastructure and qualified faculty. 3. Scope for starting more job oriented courses.
1.5 Dates of visit of the AAA Team (A Detailed visit schedule may be included separately):	07-08-2017
1.6 Composition of AAA Team which undertook the on-site visit	
Chairman	Prof. Dr. K. Muthuchelian
Member Co-ordinator	Dr. S. Mohandoss
Member 1	Dr. S. Kumuda
Member 2	Dr. E.M. Rajan
Member 3	Dr. M.P. Ramanujam
Member 4	Dr. V. Prithivraj
Section II: Criterion Wise Analysis by the AAA Committee	5 - Excellent / 4 - Very Good / 3 - Good / 2 - Average / 1 - Need Improvement
2.1 Curricular Aspects:	Good
2.1.1 Curricular planning and Implementation:	5
2.1.2 Academic Flexibility:	5
2.1.3 Curriculum Enrichment:	4
2.1.4 Feedback System:	3

2.2 Teaching – Learning and Evaluation:	Good
2.2.1 Student Enrolment and Profile:	3
2.2.2 Catering to Student Diversity:	2
2.2.3 Teaching-Learning Process:	2
2.2.4 Teacher Quality:	3
2.2.5 Evaluation Process and Reforms:	3
2.2.6 Student Performance and Learning Outcomes:	2
2.3 Research, Consultancy and Extension:	Average
2.3.1 Promotion of Research:	2
2.3.2 Resource Mobilization for Research:	1
2.3.3 Research Facilities:	1
2.3.4 Research Publication and Awards:	2
2.3.5 Consultancy:	1
2.3.6 Extension activities and institutional social responsibility:	2
2.3.7 Collaboration:	1
2.4 Infrastructure and Learning Resources:	Average
2.4.1 Physical Facilities:	2
2.4.2 Library as a Learning Resource:	2
2.4.3 ICT Infrastructure :	2
2.4.4 Maintenance of campus facilities:	2
2.5 Student Support and Progression:	Good
2.5.1 Student Mentoring and Support:	2
2.5.2 Student Progression:	3
2.5.3 Student Participation and Activities:	3
2.6 Governance and Leadership:	Average
2.6.1 Institutional Vision and Leadership:	2
2.6.2 Strategy Development and Deployment:	2
2.6.3 Faculty Empowerment Strategies:	3
2.6.4 Financial Management and	2

Resource Mobilization:	
2.6.5 Internal Quality Assurance System:	2
2.7 Innovations and Best Practices:	Average
2.7.1 Environment Consciousness:	2
2.7.2 Innovations:	1
2.7.3 Best Practices:	2
Section III: Overall Institutional Analysis of the AAA committee:	1.85 on 4.00 scale Satisfactory (74/160)*4
3.1 Institutional Strengths:	<ul style="list-style-type: none"> • Good infrastructure and well qualified staff. • Availability of uninterrupted power, water and internet facility.
3.2 Institutional Weaknesses:	<ul style="list-style-type: none"> • Insufficient class rooms and office rooms. • Vacancies in the teaching and non-teaching posts. • Delay in publication of UG results by Pondicherry University.
3.3 Institutional Opportunities:	<ul style="list-style-type: none"> • MOU by the departments for the development of research, skill development and placement. • Develop interest among the students on Sports and social awareness. • Conduct of Add-on courses. • Starting of new vocational courses.
3.4 Institutional Challenges:	<ul style="list-style-type: none"> • Number of professional and other colleges in the surrounding districts of Andhra Pradesh attracts bright students. • Most of the students have to go to KMCPGS, Puducherry for PG courses.
Section IV: Recommendations of the Academic and Administrative Audit committee for Quality Enhancement of the Institution (Please limit to <i>ten major ones</i> and use telegraphic language)	
<ul style="list-style-type: none"> ➤ A permanent separate and independent campus must be allotted to this college. ➤ Results must be improved ➤ Students involved academic activities are to be initiated 	

- Out of 40 posts 15 are vacant. Hence it may be filled immediately.
- Librarian and Physical Director may be appointed.
- Infrastructure and laboratory facilities must be improved.
- Students' enrollment must be increased and improved to a target level.
- Introduce more P.G. courses of applied and career oriented nature for the benefit of the rural students.
- Establish collaborative linkage with other institutes and industries for research and teaching.
- Library may be fully computerized and more research based journals may be procured.
- Establish a close linkage with alumni and parents association.
- Hostel facilities are to be created and other student support services are to be enhanced.
- Personality development programmes and Spoken English language training be fully developed.
- Faculty members may be appointed on full time basis/ regular basis.
- The infrastructure (Smart class rooms, laboratories and cubicles for the faculties) for students, research scholars and faculties be strengthened.
- Sufficient Number of computers be arranged for balancing of students - computer ratio.
- Special remedial coaching classes and improvement tests be arranged for all slow learners.
- National Conferences, Seminars and Workshops be organized in each subject.
- Training and placement should be initiated.

9. Grade Point and AAA Performance Descriptor of the Colleges

Based on the Audit Framework, Detailed Findings and Observations of the Academic and Administrative Audit (AAA) Team, the Grade Point and AAA Performance Descriptor scored by the Colleges are furnished in the below table.

Sl. No.	Name of the College / Institution	Grade Point (Out of 4.00)	AAA Performance Descriptor
Category I – Arts and Science Colleges			
1.	Arignar Anna Government Arts & Science College, Karaikal	1.85	Satisfactory
2.	Avvaiyar Government College for Women, Karaikal	2.45	Good
3.	Bharathidasan Government College for Women, Puducherry	2.05	Good
4.	Indira Gandhi College of Arts & Science, Kathirkamam, Puducherry	2.53	Good
5.	Kasturba College for Women, Villianur, Puducherry	2.15	Good
6.	Kanchi Mamunivar Centre for Post Graduate Studies, Puducherry	2.60	Good
7.	Mahatma Gandhi Government Arts College, Mahe	2.93	Good
8.	Perunthalaivar Kamarajar Arts College, Kalitheerthalkuppam	2.13	Good
9.	Rajiv Gandhi Arts & Science College, Thavalakuppam	2.35	Good
10.	Dr. Sarvepalli Radhakrishnan Government Arts College, Yanam	1.85	Satisfactory
11.	Tagore Government Arts & Science College, Puducherry	2.72	Good
Category II – Engineering Colleges			
12.	Pondicherry Engineering College, Puducherry	2.65	Good

13.	Perunthalaivar Kamarajar Institute of Engineering & Technology, Karaikal	2.15	Good
Category III – Education College			
14.	Perunthalaivar Kamarajar College of Education, Karaikal	2.50	Good
Category IV – Law College			
15.	Dr. Ambedkhar Government Law College, Kalapet	1.85	Good
Category V – Polytechnic Colleges			
16.	Dr. B.R. Ambedkhar Polytechnic College, Yanam	2.50	Good
17.	Indira Gandhi Polytechnic College, Mahe	1.69	Satisfactory
18.	Karaikal Polytechnic College, Karaikal	2.35	Good
19.	Motilal Nehru Government Polytechnic College, Puducherry	1.70	Good
20.	Women's Polytechnic College, Puducherry	2.50	Good
21.	Women's Polytechnic College, Karaikal	2.15	Good

10. Suggestions and Recommendations

Based on the Academic and Administrative Audit of the Government and Society Arts & Science, Engineering, Law, Education and Polytechnic Colleges the following suggestions and recommendations are made to the Government of Puducherry for necessary implementation wherever it is applicable.

1. Curricular Aspects

- 1.1 The Syllabi may be upgraded once in three years.
- 1.2 Latest development, innovations are to be incorporated in the syllabi.
- 1.3 Practical components / Field visits and Industrial visits are to be made compulsory.
- 1.4 Feedbacks on syllabi are to be obtained from the Senior Faculty / Alumni / Final year students/Companies (Campus Placements). It should encompass in enabling elective subjects from various specializations to be shared amongst various disciplines and this should be taken into consideration during the subsequent revision.
- 1.5 Autonomous Colleges can introduce flexibility in the curriculum (Inter disciplinary subjects) and more credits / earlier completion etc., under CBCS option should be made available.
- 1.6 Syllabus completion is to be monitored by the Maintenance of Class Diary Systems by the respective faculty.
- 1.7 Mentoring system may be introduced.

2. Teaching, Learning and Evaluation

- 2.1 Bridge courses / Induction Programmes may be conducted soon after admission for a minimum period of two weeks for the freshers.
- 2.2 Copy of the syllabi should be distributed to the students in the first class of every semester or it is made available in the College Calendar.
- 2.3 Lesson Plans / Plan of activities are to be maintained by the teacher.
- 2.4 Road map / Academic Calendar for the whole semester are to be drawn by the departments during the vacations and distributed to the students.

- 2.5 Apart from the traditional method of teaching (chalk and talk) innovative methods using the modern technology are to be used.
- 2.6 Students may also be involved in teaching / Peer teaching especially for slow learners are to be introduced.
- 2.7 Slip Tests are to be conducted soon after the completion of each Chapter / Unit.
- 2.8 Regular / Internal Tests are to be conducted at prescribed intervals.
- 2.9 Assessment Marks obtained in those tests are to be recorded and to be informed to the parents during the Parents-Teacher's meeting.
- 2.10 Test Papers / Note Books may be returned with remarks and suggestions for improvements to be discussed.
- 2.11 Assignments/Seminars/Mini-Project works etc. are to be assigned as supplement.
- 2.12 Result analyses are to be undertaken after each end Semester Exam and cause / reason for the failure to be analyzed. Remedial classes may be taken for the weaker students.
- 2.13 Attendance may be taken every hour and parents should be informed through SMS periodically in case of absentees.
- 2.14 The services of the Expertise available in the neighboring Colleges may be utilised for enhancing the knowledge base of the students.
- 2.15 Students from the neighboring Colleges can be invited for Special / Guest / Lectures/Programmes and vice versa.
- 2.16 Compulsory Library hours are to be introduced in the regular Time Table. Number of extra books read by the students need to be monitored.
- 2.17 Best Performance Award may be instituted for each subject.
- 2.18 Open House Discussion can be held for getting the opinion / difficulties in understanding the teaching / learning.
- 2.19 Modernization of teaching methods.
- 2.20 Library may be fully computerized and more books may be purchased.
- 2.21 Gross enrolment ratio should be increased in under-graduate and post-graduate courses.

3. Research, Consultancy and Extension

- 3.1 Faculty should be encouraged to send their project proposal to the funding agencies like UGC, DST, CSIR, etc.
- 3.2 Research Cell may be constituted for proper co-ordination, monitoring and evaluation of the research activities in each Institution.
- 3.3 Centralized Instrumentation Facility Centre should be established in each College.
- 3.4 Faculty / Students are to be encouraged to carry out research and publish their research papers in the refereed and accredited journals.
- 3.5 Awards may be instituted for publications of research papers / books etc., by the students based on the number as well as quality.
- 3.6 Sufficient numbers of National / International journals are to be purchased for the Library.
- 3.7 A nearby village has to be adopted and students / staff should create awareness towards the growth and development of health, hygiene, legal rights etc. School drop-outs to be discouraged. Basic literacy to be imparted. Special camps on self-employment to be conducted.
- 3.8 Commitment of the Institutions to the community should be understood by the staff and students. Students can make a visit to the Old Age Home, Orphanage especially on special occasion and distribute old clothes, stationery, sweets etc. Tree plantation can also be done.
- 3.9 Research and PG Institution / Departments can establish MOU with the leading industries at the National and International level.
- 3.10 Consultancy Services have to be provided and revenue can be generated which can be used for the development of institutions.
- 3.11 Establish collaborative linkages with other institutes for teaching and research.
- 3.12 The University/college may consolidate on research activities.
- 3.13 More Industrial collaborations and MOUs to be signed
- 3.14 More Research Fund to be augmented and Publish more research papers on regular basis
- 3.15 Organize National / International Conferences and Workshop regularly

- 3.16 Steps to be taken to get recognition for the patent and Intellectual Property Right (IPR)
- 3.17 National Conferences, Seminars and Workshops be organized in each subject.
- 3.18 More viable Industry-Institution collaboration with definite MOU's and Internship training in the Industry should be given to students.
- 3.19 Adequate measures to be taken to guide and counsel the students for their better placement in industries and other corporate sectors.
- 3.20 Promote consultancy service on remunerative basis in symbiotic for both faculty and Institution.

4. Infrastructure and Learning Resources

- 4.1 Based on the requirement, spacious well ventilated and lighted class rooms / Laboratories, Library, Staff Room are to be made available.
- 4.2 Each Department should have at least one ICT-enabled Smart Class Room and students to be taught as how to use it regularly.
- 4.3 Library to be automated INFLIBNET facility should be made available.
- 4.4 WIFI facilities may be made available in each College campus.
- 4.5 Green Campus / Green audit / Energy Environmental Audit along with water foot print must be calculated.
- 4.6 Alternate sources of energy should be provided in all campus (Solar & Wind Energy. All buildings should have rain water harvesting facilities.
- 4.7 AMC facility for all instruments / equipments should be provided.
- 4.8 The infrastructure (Smart class rooms, laboratories and cubicles for the faculties) for students, research scholars and faculties be strengthened.
- 4.9 Sufficient Number of computers be arranged for balancing of student computer ratio.
- 4.10 More ICT based teaching and e-based learning are to be introduced for the benefit of the students.
- 4.11 Sports and cultural activities are to be strengthened involving students.

5. Student Support and Progression

- 5.1. Tutorial System to be introduced, records maintained and Minutes to be discussed with the parents.
- 5.2. Alumni data base to be maintained and frequent Alumni Meet to be held - They may be asked to deliver a talk to the students for motivation, academic, placement and financial assistance may be mobilized from them.
- 5.3. Percentages of students going for higher studies / jobs are to be maintained year-wise.
- 5.4. MOOC Diploma / Certificate Courses may be introduced.
- 5.5. Skill Development Programmes are to be held every semester. Debating skill, Public speaking skill and Communication Skill need to be encouraged.
- 5.6. Students may be trained for facing the interviews through mock tests and interviews.
- 5.7. ATM Centre may be provided in the Campus.
- 5.8. Sufficient numbers of books / CDs are to be made available in the Library to enable the students to prepare for the competitive examinations etc. - Special classes can also be held towards this.
- 5.9. Each Institution should have a fully equipped health care centre and it must be regularly opened for student's access.
- 5.10. Frequent visits of the Doctors / Psychologists may be arranged to enable the students to overcome the academic stress.
- 5.11. A full-fledged Placement Cell should function and records should be maintained for the placement data every year.
- 5.12. Programmes / Training under "**Earn while you Learn**" are to be arranged.
- 5.13. Health Club, Fine Arts Club, Literary Club, Subject Association etc. should be started.
- 5.14. Indoor / Out-door games should be encouraged with proper physical Education Instructor / Director. A compulsory games hour after the regular College hours to be introduced. Records of students achievements in Regional, State and National Levels Tournaments are to be maintained by the College.
- 5.15. Proper Canteen / Transport / Co-operative Stores / R.O. Drinking Water facility should be available.

- 5.16 Xeroxing facility is essential inside the campus.
- 5.17 Scholarships must be introduced at Research level (M.Phil / Ph.D) on the lines of Pondicherry University Scholarships.
- 5.18 Introduce courses in innovative / vocational as well as need based areas of studies.
- 5.19 Establish close linkage with the Alumni / Parent Association.
- 5.20 Hostel facilities be created and other student support services.
- 5.21 Steps to develop Communication and soft skills
- 5.22 Alumni Association to be activated to generate resources
- 5.23 To improve and reactivate the Competitive Examination Caching Centre
- 5.24 To start English Language Training (ELT) Centre
- 5.25 To improve students amenities in Hostels
- 5.26 Introduce more P.G. courses of applied and career oriented nature for the benefit of the rural students.
- 5.27 Personality development programmes and Spoken English language training be fully developed.
- 5.28 Special coaching classes and improvement tests be arranged for all slow learners.

6. Governance and Leadership

- 6.1 Bio-metric system may be introduced for faculty and staff members.
- 6.2 Maintenance of Records / Attendance for Staff & Students, are to be monitored.
- 6.3 A Movement Register for Faculty / Staff is to be maintained by Department Head / Principal.
- 6.4 The Principal should convene HOD meeting at least once a week and inter alia the HODs should convene the Departments meeting (minutes should be recorded).
- 6.5 Perspective plan for the next five years are to be prepared with the Budget provision.
- 6.6 Financial Management including revenue mobilization should be discussed before the commencement of academic year with the Government officials.
- 6.7 Steps are to be taken to get 2f and 12 B status wherever necessary.

- 6.8 Grants received are to be properly utilized in time and submit the audited UC in time. Every effort must be taken by the Departments towards maximum utilization of funds allotted.
- 6.9 Functional IQAC to be established and it should be actively involved in the academic planning and execution in all institutions.
- 6.10 NAAC accreditation to be taken up and action on their reports should be discussed with all the stake-holders - Frequent meetings of the stake-holders are required.
- 6.11 Various Committees are to be set up for proper functioning and execution of the various activities of the institution.
- 6.12 The Institution and the Departments should make SWOT analysis every semester and work on it.
- 6.13 Each Institution should strive at least 5 Best Practices every year towards development.
- 6.14 Suggestions from stake holders are to be invited and implemented.
- 6.15 Corpus Fund may be created in every College / Institution.
- 6.16 Every Institution should work towards getting the status of “College / Institution of Potential for Excellence”.
- 6.17 Recommended to achieve Autonomous Status
- 6.18 Faculty members may be appointed on full time basis.
- 6.19 To retain the qualified faculty / administrative staff efforts to be made to provide job security, salary and other terminal benefits.
- 6.20 Efforts be made by the IQAC to synthesize all the feedback from stakeholders to enhance the quality.
