SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

DR.S.R.K.GOVT.ARTS COLLEGE, YANAM

DR. SARVEPALLI RADHAKRISHNAN GOVERNMENT ARTS COLLEGE
PILLARAYA STREET YANAM
533464
www.srkgacyanam.edu.in

SSR SUBMITTED DATE: 19-04-2022

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

April 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Dr. Sarvepalli Radhakishnan Government Arts College, Yanam was established in the year 1973 with the motto 'Education for human excellence' based on the belief that Education elevates the dynamic spirit, enhances harmony and creates cultural refinement for shaping better individuals and society. Through acquisition of knowledge by innovative methods, our students are given a chance to explore their hidden talents. With focus on technology-based economy, pioneering efforts are being undertaken by the college to encourage the students to venture into the field of their choice.

Vision

A progressive and peaceful world can be made possible only when education stands for values, unity and harmony among humanity. As symbolized by the college crest, this institution aims at fusing the local with global. The motto of the college 'Education for human excellence' emphasizes better education that leads to better humankind and a better world through rightly educated and harmoniously developed citizens who admire freedom and values, respect heritage, have inquisitiveness for discovery, invention and innovation and an abiding love and respect for the Nation.

Mission

The Mission of this college is inextricably linked with our vision.

1. It aims at providing an education that is just and liberal, one that enables the student become impartial and analytically inclined.
2. The education that the college offers expands the learning beyond the ambit of syllabi.
3. The institution identifies and grooms future leaders through various co-curricular activities and dynamic interaction between the young learners and the teaching faculty.
4. The institution strives to attain its mission and vision, operating within the policy frame work of the Central and Union Territory Governments.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Clearly defined Vision, Mission & Core Values statements with motto to guide curriculum.
- Only Government College with UGC NAAC accreditation.
- Dedicated, well qualified and experienced faculty with 21 Ph.Ds, 11 M.Phils, 20 NET/SET/SLET qualified faculty and 9 pursuing Ph.D .
- College offers 8 UG and 4 PG programmes affiliated to Pondicherry University.
- 1: 21 faculty student ratio strengthen the teaching-learning activities in the college.
- One NCC units and two NSS units are functioning in the College.

- Proctor/Mentor System is in operation to guide and support students.
- Grievance redressal, Anti-ragging, Women Empowerment, Career Counselling and Equal Opportunities Cells support and assists students in times of distress and need.
- Adequate infrastructure with 03 spacious academic blocks, 27 classrooms,12 ICT enabled facility class rooms including one digital Class room, one Seminar Hall, 5-Laboratories, Equipment Lab, Central Library-LRC with digital Library Facility, Vermi-Compost Unit, 4 mini–RO Plants, one Auditorium,one Open Stage, one Open Air Auditorium, Media Center (LCS) and Wi-Fi enabled campus.
- Digitalization of administration E-office, CFMS and CMIS.
- Ramps, Prostheses, Software and other facilities for Divyangjans.
- Automated Learning Resource Centre and Departmental Libraries.
- Well-equipped Museums in Zoology and Botany Departments.
- Botanical Garden with Herbal Medicinal Plants.
- Sports Facilities with spacious ground, well laid courts and an on-campus Gym.
- Cultural and Student Clubs.
- Financial support through National and state Scholarships.
- Effective Institutional Policies.
- Decentralized administration with HODs and Coordinators.
- ICT based admissions, Learning resources, administration and Examinations.
- Regular academic and administrative audit by external agencies.
- Online feedback mechanism from Stake holders.
- NLIST, NDL, SWAYAM, NPTEL, G-Suite for Education, domain mail IDs and LMS.
- Green practices sustained by Green Audit.
- Best Practices are "Mentoring System", to guide and support students in the academic and personal life and use of the "ICT in teaching –learning process"
- The only government institution in the region affiliated to Central University (Pondicherry University), providing better quality of education to rural students in this remote region of Puducherry Union Territory is a distinctive feature of this college in higher Education arena.

Institutional Weakness

- Institution being located away from the state capital and administrative center at Puducherry at the distance of 800 Kms, give rise to certain communication difficulties as lack of immediate redressal mechanism for both long term and short-term issues.
- While the government has a policy of recruiting temporary / contractual faculty, those recruited mostly refuse to work here owing to the distance from Puducherry. Thus, lack of faculty inconsonance with UGC student-teacher ratio and classwork leads to inconsistent academic outcomes.
- The College at present provides different types of scholarships to more than 15% of the poor and deserving students. They are to be promoted into 100% scholarships to all the deserving students by raising resources from philanthropists, NGOs and Alumni.
- Infrastructural limitations, particularly lack of adequate classrooms, with increased programmes and courses introduced in the college.

Institutional Opportunity

- Rich agricultural, industrial and marine corridors offer ample scope for academic, industrial, agro based

interdisciplinary programs, research and consultancies.

- Further introduction of P.G courses and establishment of P.G centre is planned to provide academic incentive for U.G students.
- Placement facilities to be improved by promoting entrepreneurial skills.
- Providing training in processing technology, such as fishing and coir via tie ups with industries leading to entrepreneurial possibilities. Encouraging students, who are active sportspersons to pursue alternative career paths such as physical education teachers and trainers.

Institutional Challenge

- Poor rural socio-cultural background crippled by hand to mouth existence is resulting in 10 % dropouts among students forcing them to turn to agriculture and fishing and into becoming rural artisans instead of pursuing graduate and postgraduate programs.
- The sudden shift from vernacular to an English medium based education causes early adaptability issues for students which the faculty strive to overcome.
- Limited employment opportunities in both public and private sectors in this small union territory region, demotivate students to take up education seriously.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- The Program Outcomes are designed to attain the attributes cited in the Vision and Mission of the college. The outcomes are evaluated semester wise to remedy and update them appropriately.
- The Curriculum emphasises providing life skills combined with ethics. Curriculum is formulated and designed by the various Boards of studies, Pondicherry University, in which our Heads of the Department are the members are implemented without any deviation.
- Curriculum development ensures a perfect match between the POs, PSOs and COs to equip students with knowledge and skills required to meet the emerging local, national and global trends.
- CBCS has been in place since 2017 to enhance academic flexibility to choose among variety of courses. Choice is offered in terms of time frame and additional enrichment programs. Care is taken to ensure horizontal mobility across the courses and vertical movement within the course.
- 'Diploma in Tourism Management' and 'Diploma in Operation Theater Management' was introduced in 2016-17 under Community College scheme of UGC and extends admissions to even dropouts and outsiders.
- The curriculum of the College aims at holistic development of students. The Curriculum is geared to provide a range of value-added courses offering divergent competencies on cross-cutting issues related to environment, sustainability, human values and skill sets. Accordingly courses i.e., Environmental Studies, Environmental Economics, Environmental Chemistry, Gender Studies, Public Administration, Society and Economy and Health and Hygiene are offered in the curriculum. It is made mandatory for all students to take up at least two value added courses.
- To give hands-on training and practical experience, field projects and internships are made part of curriculum in courses of Economics and Computer Science.
- The curriculum is reviewed and customized semester-wise based on emerging trends, feedback from stakeholders and relevance to social, economic and environmental needs. The feedback is collected online, analysed and utilized to enhance the learning effectiveness. Feedback is used to update

the curriculum from time to time.

Teaching-learning and Evaluation

- The College caters to students of different backgrounds and abilities through interactive instructional techniques like lecturing, Group Discussions, seminars, interviews and ICT.
- The enrolment of the students into various programs is made online based on Government guidelines to ensure transparency, equity and wider access. The student profile reveals diverse geographic, socio-economic, cultural and educational backgrounds.
- The college promotes learner-centric approach through participative learning, experiential learning and collaborative learning. New pedagogical strategies and tools such as surveys, role plays and interviews are devised to ensure effective learning. ICT is promoted through Virtual and Digital Classrooms to make learning creative and dynamic. Faculty is periodically trained in ICT to enhance their teaching resources through LMS.
- Institution with 34 full time teachers on rolls, follows 1:21 TSR for UG and PG. Quality of Teachers is ensured by UPSC. Faculty is deputed to orientation and refresher courses to improve their professional skills and subject knowledge. The College has 21 Ph.Ds, 11 M.Phils and 20 teachers qualified in NET/SET/SLET.
- The Examination & Evaluation Policy of the college assesses the efficiency and effectiveness of teaching-learning and its impact on student competence. Evaluation Outcomes are also used as development inducing feedback on PSOs and COs. The weightage pattern of SEE and CIA is 75:25 for under graduate programmes and 60:40 for post graduate programmes and includes elaborate testing methods.
- College takes up responsibility of providing special programmes/ measures for advanced as well as slow learners.
- The graduate attributes of the College clearly articulate the learning outcomes. The consistent pass percentage of 75% shows the successful attainment of the graduate attributes and learning outcomes.
- The periodic online SSS of the college serves as effective feedback on teaching, learning, intellectual stimulation and levels of comfort.

Research, Innovations and Extension

- The College has evolved a Research Policy to promote research culture among the faculty and students.
- College has well equipped science laboratories for Botany, Computer Science, Chemistry, Physics and Zoology.
- College has taken steps to start new Post Graduate Programmes in Science to promote research culture in the institution.
- In last five years our faculty members produced two Ph.Ds as research guides in various institutions/ universities.
- Over the last 5 years the college has produced 52 research publications and 53 peer reviewed international conference proceedings and also conducted 3 National workshops.
- The expertise and specific knowledge of faculty have been extended to various institutions. The faculty offers free consultancy to schools, colleges and local industry to share their expertise.
- The college promotes social values to fight gender disparities, social inequalities and discrimination. One village is adopted for inclusive development. The NCC and NSS with other enthusiastic participants work with village officials and voluntary organizations to fight rural backwardness. Their

sustainable efforts have resulted in achieving AIDS awareness, voter enrolment, awareness on Dengue and Greenery.

- The College recognizes the consultancy carried out by the faculty as a core and valuable part of its function. College provides consultancy services in form of its faculty acting as External examiners, as subject experts/University Nominees, delivering a special private/public lecture, production of intellectual work such as books, articles and papers, Editing of academic/research journals, serving on governmental or related committees, Counsellors /Mentors for distance Learners.
- College has tie up to collaborate with Government College of Daman under Eka Bharath and Shrestha Bharath Scheme and planned to take student exchange and faculty exchange programme.

Infrastructure and Learning Resources

- Adequate infrastructure facilities are available for students, faculty and staff in the institution to meet the essential requirements & maintain quality of academic and other programs.
- The quality and growth of this college can be traced from the quantitative infrastructure available and its optimal utilization. The College is positioned in 46.42 Acres of land and operates in 6 separate building blocks. All Science Laboratories and Museums are well established with adequate equipment. A Seminar Hall with 75 seating capacity and a Mini Auditorium with 200 seating capacity hosts all academic and other events.
- 5 RO plants have been installed at various places for safe drinking water in college campus.
- The college ground facilitates courts for a wide variety of sports/games and is equipped with one Station Gymnasium along with an indoor stadium, Fitness Centre and swimming pool.
- The Central Library - Learning Resource Centre (LRC) is adequatley equipped with print and digital resources with a collection of 26,318 books and journals & magazines and providing remote access to e-resources to meet the requirements for study and research. The LRC is partially automated with Bees Library Management Software. Digital Library accession facility for NLIST, DELNET and NDL online database are provided to all students & Staff including reference section and newspaper section. Departmental libraries are available in all the departments.
- The College has designed and adopted its own IT policy for adequate technology deployment and implementation of ICT in a range of activities. Entire campus is connected under LAN or Wi-Fi. 100 Mbps internet connectivity is provided for student access. One computer laboratory, ICT enabled classrooms and Digital Classrooms facilitate teaching learning process.
- Effective measures are taken for regular maintenance of the infrastructure in the campus and to promote the optimum usage of the resources by conducting annual verification of stock through inter-departmental audit.

Student Support and Progression

- The student performance and progression are taken care of in curriculum development, reforms in teaching learning process, evaluation, provision of infrastructure and amenities in the college. Student support services such as Career Guidance, Grievance Redressal, Anti- ragging, Placement Assistance and Women Empowerment etc. are established to provide support mechanisms and holistic development of students.
- 'Divyangjans' are provided with ramps, wheel chairs and other prostheses.
- Financial assistance is provided to the poor and meritorious students through state and national Government scholarships.

- College takes up capacity and skill enhancement programmes by training students in soft skills, language and communication skills by conducting seminars, elocutions, debating competitions regularly on various occasions. ICT/computing skills are promoted by introducing computer application courses in all programmes offered in the college.
- Life skills are promoted by encouraging health by means of sports and games in the college; students participate in various sporting events conducted at various levels.
- The College identifies the problems of students and remedies them to pave a path for their bright career. The Compulsory Value-added Certificate Courses in the college support vertical movement and enhance employability of graduates.
- Special Coaching is given to students aspiring for competitive examinations like Groups, Banking, Insurance Services, NET and PG entrance examinations.
- The college upholds inclusive practices to promote social justice and better relations between institution and stakeholders. The College involves students in social awareness programs like Swachh Bharath, Anti-Drug Addiction campaigns and other community related issues to develop skills and competencies and to foster their holistic development. The College organises seminars, workshops and cultural events in a student centric manner. Students are nominated as members in various committees.
- The 49- year- old College has a proud and strong unregistered Alumni Association. They also support students by facilitating internships and projects works and contribute financial assistance to college as and when needed. The Alumni takes active part in all the programs organized by the college and extend their cooperation. Efforts are being made to register the Alumni Association at the earliest.

Governance, Leadership and Management

- The institution has evolved its own policies and practices for effective functioning of the college. The permanent teacher recruitment and budget provision is governed by the Government and the performance appraisal and financial management are overseen by the college administration.
- The effective leadership and participative decision-making reflect the Vision, Mission and Core Values of the institution. They coordinate the academic and administrative planning as part of organizational culture. The College has well-structured, decentralized administrative system operating on the principles of participation and transparency. Around 25 Committees assist the administration in planning and implementation in achieving its vision.
- The college has formulated development objectives, directives and guidelines with specific plans by aligning the academic and administrative aspects to improve quality. The authority, responsibility and accountability positions of various functionaries are well defined by the organizational chart as sketched in the organogram.
- Permanent Faculty are recruited by the Union Public Service Commission (UPSC), New Delhi on the behalf of Union Territory Government as per the UGC guidelines from time to time based on the vacancies and as per the policy of the Puducherry Government. The faculty performance in the college is assessed annually through Annual Performance Indicator (API) and Annual Performance Appraisal Report (APAR) by the Department of Higher Education, Govt. of Puducherry and it becomes the basis for transfers, promotions and awards. Faculty is encouraged to attend Orientation, Refresher, Faculty Development Programmes and Short-term Courses to enhance their professional competence.
- The Finance Committee (FC) of the College ensures transparency in preparing budget estimates relating to the grants and finances from existing internal/other resources. Annual budget plan submitted by the college is enforced with due approval from FC. Income and expenditure are audited by the identified external agencies.
- The IQAC of the college has devised a self-regulatory system to enhance the quality in academics as

well as in administration. Further, the department of Collegiate Education conducts Academic and Administrative Audit periodically through external academic advisors and submits compliance report.

Institutional Values and Best Practices

- Waste recycling is achieved with the vermi compost unit that recycles solid and wet wastes. The liquid waste is diverted into the garden for watering plants.
- The institution is sensitive towards climatic changes. More than 80% Students use public transport and cycles.
- Green Practices are encouraged through Eco-club, conduct of Green Audit and Environmental Audit in the campus.
- Topics on Sustainability and Renewable Energy are introduced into curriculum. A huge quantity of ground water is harvested by the Rainwater harvesting pits. LED bulbs are used for conservation energy within the campus.
- Inclusiveness and bio-diversity related topics are introduced in the curriculum, Earth Day, Bio-diversity Day, Wet Lands Day, Animal Day are commemorated by conducting various programmes to educate students on bio-diversity and conservation.
- Human Values and Professional Ethics are maintained by transparency and accountability in the administration and Code of Conduct for the faculty and students are strictly adhered to.
- Gender equity and self-confidence are ensured by the Women Empowerment cell, Anti-sexual harassment cell and girl students are counselled and encouraged in all spheres.
- The two Best Practices are "Mentoring System", to guide and support students in their academic and personal life and "use of ICT in teaching learning process".
- This being the only government institution in the region affiliated to Central University (Pondicherry University), providing better quality of education to rural students in this remote region of Puducherry Union Territory is a distinctive feature making the college unique in Higher Education arena.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	DR.S.R.K.GOVT.ARTS COLLEGE, YANAM
Address	Dr. Sarvepalli Radhakrishnan Government Arts College Pillaraya Street Yanam
City	Yanam
State	Puducherry
Pin	533464
Website	www.srkgacyanam.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	V. Bhaskar Reddy	0884-2324123	9476041551	0884-2321282	srkartscollege@gmail.com
IQAC / CIQA coordinator	Prasad Rao .T	0884-23211282	9701117324	0884-2324123	tprao1976@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-01-1973

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Puducherry	Pondicherry University	[View Document](#)

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	01-01-1974	[View Document](#)
12B of UGC	01-01-1975	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Dr. Sarvepalli Radhakrishnan Government Arts College Pillaraya Street Yanam	Rural	2	2204

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Economics	36	Intermediate	English	50	50
UG	BCom,Commerce	36	Intermediate	English	40	40
UG	BSc,Chemistry	36	Intermediate	English	30	18
UG	BSc,Computer Science	36	Intermediate	English	40	37
UG	BSc,Mathematics	36	Intermediate	English	30	6
UG	BSc,Physics	36	Intermediate	English	30	4
UG	BSc,Zoology	36	Intermediate	English	25	17
UG	BSc,Botany	36	Intermediate	English	20	14
PG	MA,Economics	24	Under Graduation	English	20	20
PG	MCom,Commerce	24	Under Graduation	English	20	15
PG	MSc,Chemistry	24	Under Graduation	English	18	18
PG	MSc,Zoology	24	Under Graduation	English	20	20

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				5				29
Recruited	0	0	0	0	3	2	0	5	19	10	0	29
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				13
Recruited	6	7	0	13
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	2	0	14	3	0	21
M.Phil.	0	0	0	0	0	0	6	3	0	9
PG	0	0	0	1	0	0	1	0	0	2

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	0	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	98	3	0	0	101
	Female	83	2	0	0	85
	Others	0	0	0	0	0
PG	Male	32	0	0	0	32
	Female	38	3	0	0	41
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	14	3	14	10
	Female	8	5	2	4
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	34	8	13	24
	Female	25	8	3	13
	Others	0	0	0	0
General	Male	66	72	50	61
	Female	88	53	64	57
	Others	0	0	0	0
Others	Male	19	5	8	13
	Female	19	5	5	12
	Others	0	0	0	0
Total		273	159	159	194

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	• Existing syllabus prescribed by the Pondicherry University offers Allied papers in addition to core main papers in all programmes. Allied paper is offered and taught by departments other than the parent departments. • Credit Based Choice System introduced from the academic year 2017-18 has allowed us to mix and match various inter disciplinary modules. • Papers offered in various programmes in the college have an interdisciplinary approach i.e. Mathematics for Economics, Econometrics, • College offers two languages as Foundation course, English and Telugu/Hindi, which are compulsory for all U.G. Programmes. • Curriculum includes two general awareness courses of 2 credits each, one from Social Sciences. namely Public Administration and other from Natural Science, namely Environment studies which are mandatory for all U.G. programmes. • Generic elective course in all programmes can be offered to all students, as part of the inter disciplinary approach and initiative
2. Academic bank of credits (ABC):	• Institution had taken initiative to enroll the college and all students in National Academic depository, which can facilitate easy transition to Academic Bank of Credit (ABC). • Credit transfer facility, which can be provided to the students with the approval of university examination wing, can be a step towards Academic Bank of Credits (ABC).
3. Skill development:	• Skill enhancement courses are offered in all U.G. & P.G. programmes. • Communication skills are part of English and Indian language curriculum • Conduct of seminars, project work as part of assessment aid development of various skills. • Project work as part of course work at U.G. & P.G. programmes imparts skills of critical • Thinking and problem-solving.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	• Foundation courses in Indian Languages namely Hindi or Telugu are mandatory in Under Graduate programme in the institution. • Indian knowledge system is highlighted in courses like Medicinal Botany, Herbal Botany, Biofertilizers and Organic Farming, Ethno-Botany, History of Economic Thought, etc.
5. Focus on Outcome based education (OBE):	• Each programme envisages programme and course outcomes to be achieved and assessment of internal examinations is done based on course outcomes. •

	NCC, NSS and Sports aim at building better personalities, citizens and humans.
6. Distance education/online education:	• Faculty members started using online mode of teaching – learning tools as alternative means of education during the Covid close down on large scale which can be improved by increasing the ICT infrastructure in the collage. • Institution subscribed for N-list INFLIBNET to give better access to online resources to both students and teachers. • Online courses on SWAYAM and MOOCS are encouraged for both faculty and students. • Faculty members participated in many online Refresher Courses, Faculty Development Programme, workshops and webinars offered by Universities and other UGC recognized institutions in the last few years. • College is an exam center for MBA and other programmes offered by Directorate of Distance Education, Pondicherry university. • College has proposed the establishment of Indra Gandhi National Open University (IGNOU) study center in the institution to encourage locals to take up education at their door step.

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
293	263	246	246	228

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
12	10	9	9	9

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
579	493	513	511	478

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
166	146	127	119	105

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
190	187	179	157	169

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
34	33	34	26	28

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
35	34	34	34	34

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 27

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
18.48298	29.55012	12.97437	151.47092	4.98531

4.3

Number of Computers

Response: 60

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

Pondicherry University ==> Head of the Institution ==> Head of the Department /Discipline==>Teaching Faculty

Pondicherry University: The College is affiliated to Pondicherry Central University. Syllabus framing of theory and practical courses is structured by Board of Studies (BOS) of Pondicherry University, Puducherry. Similarly, for every topic, weightage of lectures is also duly assigned by BOS.

Head of the Institution: Head of the Institution/ Principal arranges for a staff meeting in the beginning of each semester, where work is assigned to each faculty. The principal also explains about the role, duties and responsibilities of each faculty with respect to curriculum. Calendar of events for the year will be prepared in accordance with the Pondicherry University schedule and Government of Pondicherry holidays list. The College has meticulously drawn the programme outcomes (PO) in general and programme specific outcomes (PSO) in specific for each program offered by the college.

Head of the Department/Discipline or Subject: The Heads of the Departments hold the entire responsibility of their respective departments. The Head of the Department will hold staff meeting at the start of academic year/ semester for the allocation of the papers / course and workload distribution is done. Guest faculty are recruited for excess workload. The Head of the Department will monitor the academic progress of the department and ensure that each faculty member adhere to university norms and follow the Action Plan and lesson plan as decided in the meeting.

Faculty Members: Each faculty member prepares lesson plan / course handouts detailing the course outcomes and time frame for the timely completion of syllabus for every semester. Classes are held according to the schedule under the supervision of Head of the departments. For the effective delivery of curriculum, various teaching methods are applied based on the requirement of the subject or topic. Both conventional and advanced teaching-learning aids are used in delivering the lesson, such as Chalk and Black board method and ICT-enabled teaching-learning methods.

For the assessment of performance of the students, class test, internal exams and classroom seminars are conducted. To enhance the knowledge of the students, assignments are given. Based on the performance of the students, remedial classes are conducted. The internal assessment is given the weightage of twenty-five to forty percent varying for U.G and P.G programmes in the final evaluation of the course work. The internal assessment of the students is solely assessed based on their performance. Departments maintain the detailed record of the classes and assessment. Faculty members will actively take part in the exam invigilation and valuation work of the affiliated university.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The college is affiliated to Pondicherry Central University, Puducherry and it is bound to strictly adhere to the academic calendar or calendar of events published and provided by the university. In addition to the university calendar, calendar committee in coordination with the IQAC of the college will prepare an annual calendar of events to execute all the curricular, extracurricular, and co-curricular programs and activities.

On the day of commencement of every academic year, a meeting is scheduled by the Principal for all the department HODs and faculty members. Various committees are formed in the meeting for the smooth functioning of the college activities and to follow the calendar of events of affiliated university.

As a part of a sound educational strategy, the institute takes efforts to improve the performance of students by framing significant reforms in continuous internal evaluation. The reforms are as follows:

1. Unit Test /Internal test is conducted once a semester
2. Topic-wise question banks are provided to the students by the concerned department.
3. Students are encouraged to solve previous years University Examinations Questions Papers.
4. The institute conducts group discussions, seminars, oral examinations, open book tests, Assignments, project works, etc., as part of the internal assessment.
5. As attendance is one of the criteria for Internal Assessment evaluation, all the faculty members prepare attendance shortage list of students as per the university norms which is brought to the notice of the students well in advance.
6. Result analysis is done by the respective faculty after Continuous Internal Evaluation (CIE) Tests based on course outcomes.
7. The slow learners are monitored for their improvement in learning and advanced learners are advised to participate in competitive and other examinations, competitions, etc.
8. Remedial measures are taken by conducting tutorial classes and re-explaining the critical topics.

The performance of the students is monitored by the Head of the Department and faculty members and the necessary feedback is given to the concerned.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. **Academic council/BoS of Affiliating university**
2. **Setting of question papers for UG/PG programs**
3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
4. **Assessment /evaluation process of the affiliating University**

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 75

1.2.1.1 **Number of Programmes in which CBCS / Elective course system implemented.**

Response: 9

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 11

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	2	2	3

File Description	Document
List of Add on /Certificate programs	<u>View Document</u>
Brochure or any other document relating to Add on /Certificate programs	<u>View Document</u>

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 39.76

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
273	159	159	194	241

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<u>View Document</u>
Any additional information	<u>View Document</u>

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

Being an affiliated college, the college strictly follows the curriculum prescribed by the Pondicherry university. Dr. S.R.K Government Arts College, Yanam integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curricular and Co-curricular activities to bring about all-round development of students as a responsible citizen of 21st Century.

Gender equality: Gender related issues are being addressed in the selection of topics for various courses in Languages and in Economics modules. Gender sensitisation is carried out in co-curricular activities like debates, elocution, invitational lectures etc. organized by Women Empowerment Cell and Anti –sexual Harassment cell.

Environment and sustainability is a part of the foundation and compulsory course. Environmental Studies is studied by all students of first year in second semester as a compulsory course for two credits and was introduced in 2017-18. Various departments offer courses related to environment, such as Economics of social sector and environmental issues, Environmental Economics in B.A Economics; Industrial Chemicals and Environment in B.Sc. Chemistry; Renewable Energy and Energy Harvesting in B.Sc. Physics and Biodiversity of Chordates and vertebrates in B.Sc. Zoology. Eco-club, Waste Management committee and NSS organize various activities to create environmental awareness among the students and local community.

Human Values are imparted through a compulsory course of Public Administration of two credits, to be studied by all students in the first year. Society and Economy is the other paper offered by Economics department, which deals with Human values and economic discipline. Animals and Human welfare course in Zoology highlights the value of animals in the welfare of the human society. National Service Scheme (NSS), Cultural and literary clubs of the college take up activities like Celebration of Constitution Day, Human Rights Day, AIDS Day, etc. to promote human values among the young minds.

Professional Ethics are imparted through various courses offered in Economics and Commerce Departments, namely entrepreneurial developmental practices.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View Document](#)
Any additional information	[View Document](#)

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 0.98

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
5	4	2	1	1

File Description	Document
Programme / Curriculum/ Syllabus of the courses	[View Document](#)
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 18.31

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 106

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: B. Any 3 of the above

File Description	Document
Any additional information (Upload)	[View Document](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback process of the Institution may be classified as follows: Options:

   1.**Feedback collected, analysed and action taken and feedback available on website**
   2.**Feedback collected, analysed and action has been taken**
   3.**Feedback collected and analysed**

4. Feedback collected
5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	[View Document](#)
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 71.51

2.1.1.1 **Number of students admitted year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
273	159	159	194	164

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
333	293	255	240	210

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 35.42

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
81	24	32	51	46

File Description	Document
Average percentage of seats filled against seats reserved	[View Document]
Any additional information	[View Document]

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

Students admitted in the college belong to rural background and various social strata. Many students pursue their higher secondary education in vernacular medium and thus have adaptability issues. Based on the academic performance of the students in tests/ seminars/ assignments and also considering the skill set in each course, the slow learners and advanced learners are identified. Advanced & Slow learners are identified through their performance in examinations, interaction in class room and laboratory, their fundamental knowledge, conceptual clarity and articulation abilities among others.

Mechanism for Identifying Advanced Learners and the Methodology Adopted for:

The Institute promotes independent learning that contributes to their academic and personal growth. Advanced learners are honed to build their capacity and widen their knowledge by providing challenging topics, case studies, critical problems etc. Guest lectures are arranged to create awareness and to throw light on research activities.

The advanced learners are further motivated to participate in National/ International Conferences, Workshops, Essay Writing, Elocutions and Drawing Competitions as per their interest. Counseling is provided for the advanced learners to take up competitive examinations. The advanced learners are being given additional care for the betterment of their performance, based on the nature and interest of the student as per the changing scenario. Thus, measures like intellectual stimulation through independent projects and assignments, asking deeper questions to go from factual to the conceptual, and access to books in the library and special guidance to inspire the students to crack competitive exams have been taken.

Mechanism for Identifying Slow Learners and the Methodology Adopted for:

Students who cannot learn at an average rate from instructional design and learning materials that are designed for all students in each course and based on their performance in the internal tests are identified as slow learners.

Considering the rural background of Yanam, separate steps have been identified to develop the learning abilities of the students. The student mentors assess the nature of the students' problems and then motivate them in a friendly way to reach their academic goals. Simplified material is provided to them as part of developing their performance.

Apart from the regular classroom teaching, periodic remedial classes are organized for clarifying doubts, reexplaining of critical topics for improving performance and special classes are held for their improvement. Slow learners who are not able to manage with the teaching in regular classes, are assisted through clarification of their doubts, revising important concepts and extra assignments to strengthen their learning. Majority of the students approach the instructor for clarification of doubts at their respective staff rooms.

Apart from this, the slow learners are encouraged to participate in extracurricular activities as per their area of interest. The above-mentioned exercises have proved to be fruitful in improving the performance of the students.

Apart from this Career Guidance & Placement Cell of our college organizes several programs for the development of skill- set among all the learners.

File Description	Document
Upload any additional information	View Document
Past link for additional Information	View Document

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 17:1

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Dr. S.R.K. Govt. Arts College believes in the adoption of student centric methods to enhance student involvement as a part of participative learning and problem-solving methodology.

Experiential Learning is the process of learning by doing. The well-equipped laboratories provide ample opportunities for the students to learn by doing. The students take part in the experiments, get to clarify their doubts and obtain hands-on experience. By engaging students in hands-on experience and reflection, the teachers are able to guide students in better connecting theories and knowledge learned in the classroom to real-world situations. This helps the learner to better understand the course material and also boost the self-confidence and leadership skills. Department of **Economics** sends its stakeholders on field visits to get inputs on **Economics of Insurance**.

As a part of participative learning, activities like mini projects, quiz contests, declamation contests, essay writing & drawing competition, intercollege competitions, poster making competitions etc. are held. Students are segregated into small groups and are assigned with one of the aforesaid activities. This initiative promotes team spirit, co-operative learning and inter personal skills.

Department of **Botany** instructs the students to take up a project work on waste management. Suitable instructions are given for the students to prepare eco-friendly products by using the waste materials

available in and around Yanam. **World Wetland Day** is observed by the departments like Zoology and Botany.

Department of **Economics** gives a project work on Development of Entrepreneurship in the VII Semester of UG. This strengthens their outlook and enable team building skills. Apart from this, discussions on Budget are held in the department after the finance minister introduces it in the Parliament.

Language departments encourage the students to develop life skills and literary skills through assignments, essay writing and speaking activities. **Literary Club, Ek Bharat Shreshta Bharat Club** and **Fine Arts Committee** encourage the students to exhibit their innate talents in terms of arts, cultural activities, communication skills and life skills.

Important days like **National Science Day, Mathematics Day, Teachers' Day**, **Independence Day**, **National Voters Day**, **NSS Day**, **NCC Day**, **Sadbhavana Diwas, National Integration Week** and the like are observed in the college. Students also participate in Blood Donation Camps, Swachh Bharat Abhiyan, Village adoption, Natural Disaster Management in order to make the students responsible citizen.

Department of **Mathematics** initiated several problem-solving methods to the students. Apart from this, every department conducts quizzes periodically to assess the critical and logical thinking skills of the students.

Department of **Computer Science** encourages its students to learn programming skills. Case studies are given in terms of programming that would equip the students with technical skills, analytical ability and problem-solving ability.

The above said student centric methods helped the students in their all-round development to face the real challenges in life. These methods have transformed the passive learner into an active participant in both curricular and extracurricular activities.

File Description	Document
Upload any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

As the education process is being digitalized these days, Dr. S.R.K. Govt. Arts College has also adapted to ICT enabled teaching for effective teaching and learning process. The college has made sustained and continuous effort to shift the focus from teacher centered pedagogy to learner centered pedagogy. The college provides moderate ICTs and other technological power tools for the use of teachers and learners. In addition to the chalk and talk method of teaching, the instructors make use of ICT enabled learning tools such as PPT, Video clippings, Audio system, online sources, to expose the students to advanced knowledge and practical learning.

Students have formed their WhatsApp groups to promote effective peer learning. The students use the same to upload and exchange their work, assignments, educational videos and information; thus, collaborative online thinking is promoted.

Each department encourages the students to install various apps. from Google Play store that are aimed at facilitating the process of learning. Stakeholders of **Chemistry** discipline downloads the apps. Like **Chemsketch** and **Chem Bio draw**. Department of Mathematics suggests the students to go for using online tools like **Symbolab**, **eMathHelp**, **Wolfram Alpha** to get graphical representations, detailed solutions and additional properties of different problems. As a part of acquiring technical skills, the students also use computers while learning MATLab and SCILab programs.

The students are allowed to use mobile phone whenever required as per the instructions of the course instructor. Department of **English** uses video clippings to the students for better understanding of drama and poetry. In addition to this, proper instruction is given to the students to download certain apps. on Google Play store apps like dictionaries and other useful apps to develop language skills. Some links are provided to the students to do exercises on grammar and functional English. All the departments use PPT and videos for better comprehending the concept. Quizzes are held with the aid of ICT tools.

Faculty members take the aid of PPT to facilitate the process of learning. This enables the student to better understand the critical concepts. Students also use PPT while participating in seminars. The well-equipped computers in Computer lab help the concerned students to better understand the C Programs. As the campus is Wi-Fi enabled, students have access to online websites for remote knowledge and other resources. Department of Computer Science created Digital Awareness Program to all the students.

ICT tools are used to telecast the live streaming of some of the programs of the Union Government like **Pariksha Pe Charcha**, FIT **India** and the message of the CEO, Election Commission of India on **National Voters Day**. The Literary Club of our college shows some inspiring video clips and movies for better understanding the society. Awareness on drug addiction and other social taboos are shown to the students in the form of PPT/ Videos with the help of ICT tools. Thus, it becomes a fruitful experience for the student to gain diverse knowledge with the help of ICT tools.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View Document

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 21:1

2.3.3.1 Number of mentors

Response: 27

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	
mentor/mentee ratio	
Circulars pertaining to assigning mentors to mentees	

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 90.61

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	
List of the faculty members authenticated by the Head of HEI	
Any additional information	

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 55.87

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
21	18	19	13	16

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	
Any additional information	

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest

completed academic year in number of years)

Response: 9.76

2.4.3.1 **Total experience of full-time teachers**

Response: 332

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	
Any additional information	

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

This institute is affiliated to Pondicherry University, Puducherry. The rules and regulations for evaluation process are laid down by the affiliating University and are communicated to students at the beginning of first year of their academic program. The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time.

The university norms relating to course-wise examination pattern are communicated to the students through the college calendar. The university circulars in this regard are circulated to the faculty members and students from time to time and are also displayed on the notice boards for students. Slow learners are permitted to improve their marks by redoing the experiment if they score low. Heads of the departments are fully empowered to suggest the re-assessment of the total marks by the approval of department committee.

For effective understanding of the evaluation process, the faculty members give course-wise instructions about unique features of internal/external evaluation of that course. Changes in schedules, patterns, methods if any, are immediately notified to the students through notice boards and also through classroom briefing by the concerned subject instructors. Internal examination schedule is either circulated to each department or displayed on notice board in advance.

Tests are conducted regularly as per the schedule announced by the course instructors. The weightage for the unit tests varies as per the concerned faculty. Personal guidance is given to slow learners after their assessment. Students appearing for Second /Third year are asked to deliver the seminars of the concerned subject. Topics are given by their teachers to the students either for power point presentation or to use any Visual Aid.

For transparent and robust internal assessment, the following mechanism is used.

Question Paper Setting: It is made keeping in mind both the quick and slow learners.

Conduct of Examination: In order to reflect appropriate behavior, suitable instructions are given to the students. The exam is held in a conducive environment.

Preparing Scheme of Evaluation: The scheme of evaluation is prepared and put up on the notice boards.

Result display: After the answer scripts are distributed to the students, the results are displayed on the notice boards.

The course instructor interacts with the students to reflect on their performance and offers suggestions to get the desired output.

The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the student towards learning and attending the classes has also increased. It has created interest among the students to actively participate in various co-curricular and extra-curricular activities for their overall personality development. The seminar presentation improves the communication skills of the students which is very essential to face job interviews.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient

Response:

The course instructor briefs the students in the classroom about their attendance and performance in the internal examinations, periodically. It is a practice of the college to show internal examination answer books after evaluation to the students in the class for self-evaluation. Students are free to interact with the teacher to resolve grievances if any, regarding the assessment. Answer sheets are shown to all the students and answers are also discussed with the students. After being satisfied, students put their signatures on the answer sheets.

If any student misses the opportunity to take Internal test due to a valid reason, re-examination is held for those who intimated the reason to the Course Instructor/HOD/ Principal over phone or in writing. The mode of the test for the absentees is purely based on the discretion of the concerned Course Instructor/ HOD. Before sending the Internal marks to the examination section, the results are displayed on the notice boards. Even the spelling of the names is verified before finalizing and allotting the marks. The written answer scripts and assignments are preserved separately, academic year wise, for a period of time.

Student related issues like Internal examination marks and attendance are addressed within a time limit of 6 days either by the HOD/ Principal. Issues will be identified & sorted out. Recommendations will be forwarded to the department internal committee. Sufficient time is given for the students to respond to the display of marks. If they are not satisfied, they can represent it to the higher authorities of the college by

pin pointing the shortcomings. Such situations have not arisen so far.

If any student has grievances related to the external examinations, the students can represent the problem in writing to the Principal cum Centre Superintendent. Then the Principal forwards all the grievances through an official letter by speed post to the Controller of Examinations/ Deputy Registrar (Examinations), Pondicherry University, Puducherry for necessary action. The necessary follow up is made in such a way that the problem is resolved by the concerned authority within a time limit of one month. A separate Register is maintained for tracking the status of the grievance.

Practical Examination:

The internal/ external examinations are also conducted for practical courses. Evaluation is done with transparency based on different parameters like Teacher's Assessment, Practical Records, Performance and Viva-Voce. External examiners for external lab examinations are allotted by the university.

Mini Project Work:

This is for strengthening the personality and overall development of the students. Students are asked to come up with further ideas to acquire new knowledge and expertise. Seminars and Project Works enrich students' skill set.

Thus in Dr. S.R.K. Govt. Arts College has the above said mechanisms to deal with examination related grievances. The problems are solved expeditiously by forming committees by the Principal of the college.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

Dr. S.R.K. Government Arts College has adopted outcome-based education which is a student-centric education model that maps and measures students' performance at every step. The Program Outcomes, Program Specific Outcomes and Course Outcomes are the essential part of education system. POs, PSOs and COs for all programs offered by the institution are stated and displayed in website of the institution. They are stated and communicated to the students and teachers in a well-planned manner.

The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

- The importance of the learning outcomes is discussed and communicated to the teachers in the Departmental Staff Meeting and IQAC meeting.
- The concepts of POs, COs and PSOs are communicated to the students at the time of freshers' orientation program for the I year Students and during class hours.
- Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students.
- The first few hours of each course highlight the POs and COs of the course and at least three hours are spent by the teachers for introducing the subject to the students.
- Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are uploaded on the Institution website for reference.
- Students are directed to visit the website of Pondicherry University to know the course structure. Learning Outcomes of the Programmes and Courses are displayed on the notice boards of each department.
- The Course Outcomes are usually chalked out by the BOS of Pondicherry University. However, depending upon the contemporary requirements, the additional inputs are prepared at the departmental level. The head of the departments along with the subject colleagues discuss the aspects at the beginning of the semester and decide upon the COs.
- While teaching each unit and after completion of the unit, the course outcomes are reviewed. Tests are held periodically to verify whether the learners are reaching to the expected outcomes.
- By the end of each test/ assignment/seminar, the assessment is made to measure the COs and POs by the concerned instructor.
- The parents are informed about the POs and PSOs at the time of admission and PTA meetings. The subject experts are invited as guest lecture to address the students on the recent trends and developments in their field.
- Faculty members are encouraged to attend online/ offline programs offered by various institutions to gain further knowledge and awareness on Teaching Pedagogy.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Upload any additional information	View Document
Past link for Additional information	View Document

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

Dr. S.R.K.G.A.C. has adopted Outcome Based Education mechanism to ensure the attainment of COs and POs. The objective and outcomes are properly mapped for testing and evaluation of students so that PSO's are attained through the competency mapping in terms of knowledge and skills. As the college is affiliated to Pondicherry University and the external examinations evaluation is done outside, only the marks of Continuous Internal Assessment is considered to measure the attainment of COs and POs in different courses.

Measurement for the attainment of POs, PSOs and COs is done through formative and summative methods. In this regard, Direct Assessment methods is followed. Continuous and comprehensive evaluation is done regularly to know the attainment. Internal Examinations are scheduled by the teachers and after the valuation, the analysis is done after which the strategy for improvement is made. Seminars and Paper Presentations are organized and each student is made to participate compulsorily in these.

The following tools are used in Direct Assessment methods

1. Internal Tests
2. Assignments/ Seminars

The score of this assessment is taken into account for evaluating COs. Internal assessment is the requirement of the continuous assessment and is essential for the fulfillment of the COs and POs.

Pondicherry University has already laid down the rules for assessment of Internal Examination and External Examination of each course. Some courses have the weightage of 100 marks (25 for Internal Assessment & 75 for External Assessment respectively) and some courses have the weightage of 60 marks (10 for Internal Assessment & 50 for External Assessment respectively). The attainment COs is measured only for the courses which have the weightage of 25 marks as Continuous Internal Assessment. There are some courses which have the Internal weightage of only 10 marks. The attainment of Cos for such courses is not measured on a sheet of paper but passed on orally and directly to the students by the concerned course instructor.

The courses which have the weightage of 25 marks are assessed as per Pondicherry University regulations. Depending on the course outcomes, the number of tests and assignments/ seminars are planned and implemented by the course instructor. For this purpose, 20 marks are allotted. The remaining 5 marks are allotted for the percentage of attendance obtained by the student. These five marks are given to the student as per the rules laid down by the university. To ensure students participation in the classes, the rule of 75% compulsory attendance to qualify for writing the examination of the courses is followed strictly.

The attainment of COs and POs are measured only for remaining 20 marks. The question papers and assignments are prepared in such way that they cover all the COs. For attainment of COs, the calculation is done by the following way. If a student scores 50% and above (for UG), and 60% and above (for PG), s/he deemed to be attaining the COs.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 84

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
173	152	115	88	95

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
175	158	144	117	136

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View Document](#)
Upload any additional information	[View Document](#)
Paste link for the annual report	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process
Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document](#)
Upload any additional information	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
List of endowments / projects with details of grants	[View Document](#)

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 8.82

3.1.2.1 **Number of teachers recognized as research guides**

Response: 3

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.3.2 **Number of departments offering academic programes**

2020-21	2019-20	2018-19	2017-18	2016-17
8	7	7	7	7

File Description	Document
List of research projects and funding details	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

The College with its adequate infrastructural facilities evolved constructive policy for creating innovative ecosystem. Research Policy with stated objectives and procedures guides maintenance of existing and creation of new ecosystem from time to time. Accordingly, Research Committee was constituted under the senior faculty and members from various departments of the institution.

College research committee encourages faculty to promote innovative research through Faculty Improvement Programs and publishing research articles in reputed journals. Faculty members are encouraged to participate in various research programs and to present papers at International and National Seminars/Conferences/Workshops on on-duty basis. The College encourages faculty members to accept Research guideship's from various universities and supervise M.Phil and Ph.D Scholars..

Research Methodology courses are part of curriculum in many programmes offered in the college. Students are encouraged to attend field visits, surveys, field projects and interaction with experts and faculty and submit a write up in the form of project proposals/reports. Economics, Computer Science and Chemistry programmes included Project work and writing of project report as requirement to complete the course work.

The department of Botany along with Eco-club puts in best efforts to develop an excellent ecosystem and bio-diversity in the college. The Vermi-Compost Unit, a student start up is also an effort to save earthworms. The cultivation of rare herbal medicinal plants has successfully created an eco-consciousness among the students and promoted interest in research into the applications of herbal medicine for cost effective treatment to various chronic ailments.

Workshops and seminars are conducted on **Intellectual Property Rights (IPR) and Patent laws** for the faculty members by the Department of Commerce**.**

File Description	Document
Paste link for additional information	<u>View Document</u>

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 4

3.2.2.1 **Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	0	0	1

File Description	Document
Report of the event	<u>View Document</u>
List of workshops/seminars during last 5 years	<u>View Document</u>
Any additional information	<u>View Document</u>

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 1.33

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

Response: 4

3.3.1.2 **Number of teachers recognized as guides during the last five years**

Response: 3

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<u>View Document</u>
Any additional information	<u>View Document</u>
URL to the research page on HEI website	<u>View Document</u>

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 1.71

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
10	16	17	7	3

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)
Any additional information	[View Document](#)

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.84

3.3.3.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
19	5	7	13	13

File Description	Document
List books and chapters edited volumes/ books published	[View Document](#)
Any additional information	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The college believes in bringing out the best innate qualities of the students through imparting value education to students, to inculcate in them social responsibility, social awareness etc, through various NSS, NCC, Eco-club, Red Ribbon Club activities. Series of extension activities undertaken by the students, over the few years are mentioned below.

- The college has adopted a neighboring village - Farampeta, 3Km away from the Yanam town for extending the utmost services for the development of the village and its communities. Cleaning of Farampeta Water Tank has been carried out on 23rd& 24th March 2017.
- NSS Volunteers have participated in Wall Painting Competitions held during February 2015.
- NSS volunteers of college have taken part in a rally organised by the National Information Centre-(NIC), Yanam in connection with DIGITAL INDIA WEEK - 1st to 7th July 2015 Celebrations.
- NSS volunteers and NCC cadets have come forward and actively participated to render their services in GODAVARI MAHA PUSKARAMS-2015 Celebrations held at Yanam from 14th to 25th July 2015.
- NCC Cadets have actively participated in Thalsainik Camp, Swatch Bharath Cleanliness drive in the Yanam town, National Integration Camp-Bapatla, Final Republic Day- Launch Camp in 2015-16.
- NCC Cadets are actively participating in Independence Day, Puducherry Liberation Day, and Republic Day Celebrations every year i.e., 2015 to 2020. They have been receiving numerous prizes from Govt. of Puducherry for their outstanding performance and parades
- The NSS unit in collaboration with the RED RIBBON CLUB, Puducherry, organized one day seminar on "HIV/AIDS awareness programme" for NSS volunteers and students on 1st February 2017 and Rally on Awareness Programme on AIDS was organised on 27th March 2017.
- NSS Unit conducted an awareness programme on T.B to NSS Special Camp Volunteers and Villagers on 23rd March 2017
- NSS volunteers regularly conducting Blood Donation Camps in 2015, 2016, 2018.In 2019 Blood Donation camp has been organised in collaboration with Rotary Club of Yanam.
- The NSS Unit in collaboration with CHILD HELP LINE, Yanam, conducted awareness programme on Child Marriages during special camp period in 2019.
- NSS, NCC & Local Administration conducted Swatch Bharath Cleanliness drive in the Yanam town in 2019.
- NSS, Red Ribbon Club & AIDS Control Society, Yanam have organised HIV-AIDS awareness programme in 2019.
- Dept. of Physical Education organised 'Run for Unity' and 'Fit India Movement' Student's rally in 2019 in collaboration with and Nehru Yuva Kendra.
- NCC Cadets and NSS volunteers render their services during Cyclone Relief Operations every year.
- Eco-Club conducted awareness programme on 3Rs (Reuse, Reduce and Recycle) among the students and promoted eco-friendly products and recyclable materials among them.
- NSS Volunteers and NCC Cadets have rendered their services at Yanam check post near old bus stand and near YSR statue circle for about 3 months along with other health department and police department persons during this COVID-19 pandemic in 2020 (April to June).
- NSS Unit-II had taken up cleanlyness drive in neighboring village - kursampeta under yanam region in 2021.

File Description	Document
Upload any additional information	[View Document]
Paste link for additional information	[View Document]

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 1

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	1

File Description	Document
Number of awards for extension activities in last 5 year	[View Document]
e-copy of the award letters	[View Document]
Any additional information	[View Document]

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 46

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
13	7	12	8	6

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 79.95

3.4.4.1 **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
579	493	513	280	215

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 3

3.5.1.1 **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	2

File Description	Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 0

3.5.2.1 **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

Dr. Sarvepalli Radhakrishnan Government Arts College was established in 1973 and has completed 48 glorious years. It is situated in sprawling grounds of **8000 Sq. meters**. There are a total of 3 Blocks namely New Block, Old Block, and Botany Block, which are well-furnished and equipped. There are twenty-five class rooms and 9 staff rooms spanning across all the blocks, inclusive of two seminar halls, one video conference room and college office.

New Block:

The New block, which was constructed in 2018 with an area of **457.7936 Sq. meters** accommodates one classroom and lab for M.Sc. Chemistry, video conference room and Auditorium on the ground floor. Principal's office, College office and store rooms are located on the first floor.

Old Block:

The old block with an area of **1342.2703 Sq. meters** consists of Ground and two floors. Ground floor accommodates three classrooms housing P.G departments of Zoology and Chemistry. Zoology museum,

U.G Chemistry lab, Library and reading room are also housed on this floor.

First floor consists of eight classrooms housing departments of Computer Science, Commerce, Physics and Examination Cell. It also houses Computer lab, Physics lab and Ladies' wash and rest rooms.

Second floor with eleven classrooms support departments of Economics, Indian Languages, English and Mathematics. This part of the building also houses Seminar Hall, Students cooperative stores, NCC office, Sports room and Boys wash and rest rooms.

Botany Block:

Botany Department block with an area of **404.1656 Sq. meters** accommodates two classrooms, Herbarium Museum, Botany lab and gymnasium.

Laboratories:

Giving importance to practical learning, all the Science departments are supported by well-furnished labs with modern equipment and adequate infrastructure. The College takes pride in possessing advanced lab facilities for both Under Graduate and Post Graduate courses. The institution supports a Botany Lab, three Chemistry labs, Physics lab, Mathematics lab, two Zoology labs and Central Computer Lab serving the needs of students and faculty.

Other Infra and Physical facilities:

There are seven ICT enabled class rooms located in different departments and one Seminar Hall with projector and internet facility.

The air-conditioned Seminar Hall is equipped with **LED T.V (55 inches)**, sound system and **LCD projection** facility.

The library hosts a vast repertoire of books, journals, magazines and E-learning recourses supporting teaching and learning process in the institution. Separate parking sheds for both students and staff have been extended to make room for increase in the number of users. **LED lights** are installed in the campus.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

The students of Dr. S.R.K. Government Arts College, Yanam are known for their athletic spirit and sportsmanship in entire Puducherry. College premises is laid out with Playground of 5969 sq. mts supporting outdoor games like Cricket, Kho-Kho, football, etc. College sports room provides facilities for indoor games like Chess, Carroms and Table Tennis.

Institution shares sports and games facilities available in the Dr. Y.S.R. International Indoor Stadium and the GMC Balayogi Sports Complex spread across an area of 6.5 acres constructed with the assistance of Sports Authority of India (SAI).

The Indoor Stadium spread over 1992 Sq.mts. of area, with a seating capacity of 2100 persons is well laid out with four Shuttle courts, two Basketball court, two Volleyball Court, two Table Tennis, Weight lifting and Power Lifting sets and multi-gym facility.

GMC Balayogi Integrated Sports Complex provides us facilities for various sports and games namely Athletics, Football, Basketball, Volleyball, lawn Tennis, Cricket net Practice, Ball Badminton, Kho-Kho and Swimming.

The college has a sanctioned post of Physical Director to guide, motivate and train students for various sports and games. College students regularly participate and excel in inter-collegiate sports events conducted by Puducherry University and many got selected for Inter-University and South-Zone tournaments. College supports students by providing various sports equipment and sponsorship for travel, training sessions, T- shirts and other expenses.

At the institutional level inter-departmental and Annual Sports Tournament are conducted. The winners are duly appreciated with Trophies, Medals and Certificates. College encourages games and sports as a co-curricular activity by giving admission to meritorious sportspersons associated with SAI, Yanam.

Yoga and Gymnasium Facilities:

Yoga provides a cohesive platform where students can able to control their mind, body and soul. Our college celebrates International Yoga Day on June 21st every year. The Gymnasiums within the College and GMC Balayogi Sports Complex are well-equipped with modern exercise machines.

Cultural Infrastructure:

Institution promotes various cultural activities among the students by constantly organizing events like dance, songs, music, drawing, painting, rangoli, etc. College organizes events like Fresher's Day, Farewell Parties, Cultural fests, College Annual College Day, Seminars etc. where students are encouraged to present their skills and talents. Our students participated in district, Inter-collegiate, University, State and National level cultural events. Recently around 30 girl students participated in various cultural events organized under Puducherry Sports and Cultural Meet-2020.

Fine Arts Club, Literary club and Ek Bharat Shrestra Bharat Club which continuously promote cultural values through literature, Cinema, and student exchange programs. The College is planning a student exchange program with Daman Colleges to have cultural exchange between these two unique Union Territories as a part of Ek Bharat Shrestra Bharat.

The college shares open Air Theater with other institutions in the complex for organizing cultural and theater events by our students. The college also has its own elevated stage for conducting events.

The indoor auditorium with a capacity of 250 on the ground floor of New Block is used for cultural and literary activities by the college and other governmental agencies.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 44.44

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 12

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View Document](#)
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 23.37

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
5.32551	0	0	133.33144	0

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	[View Document](#)
Upload audited utilization statements	[View Document](#)
Upload any additional information	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The library - Learning Resource Centre (LRC), is centrally located in the ground floor of Old Block for easy access of the stakeholders with a built-up area of **209.78682 Sq. meters**. The objective of LRC is to realize the vision and mission of the institution by providing information services and access to bibliographic and full text digital as well as printed resources to support the scholarly and informational needs of the institution in an appropriate and comfortable environment. It functions under the supervision of Library Committee with the Principal as chairman.

It consists of series of iron racks with books arranged subject wise and number wise. Display boards are arranged to guide the users. At present it carries a total of 26,000 books, with 1,243 reference books, text books, Journals, Magazines and Newspapers. It is well equipped with all modern facilities including e-resources. Integrated Library Management Software 'Bees Campus Soft library automation package' was

partially installed but could not completed due to unfilled vacancy of full-time librarian sanctioned post by the Government of Puducherry.

The Central Library – LRC facilitate off-campus (remote) access of subscribed e-resources such as National Digital Library, E-Patashala, Sodh Ganga etc. to its registered users. At present the following facilities are available with the LRC: LAN, Internet Facility, students Digital Library Facility, Photocopying Facility, Educational CD/DVD's. Reference Section Journal/Magazine's Archive Facility Wi-Fi Facility, Online Database Access Facility, INFLIBNET- NLIST, e-Resources and NDL e-Resources.

The library is being used by the students and Faculty. The LRC is kept open on all working days between 9:30 AM and 4:30 PM. Currently the LRC is catering to the needs of more than 500 students, teaching and non-teaching faculty.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional Information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	[View Document](#)
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 0.77

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0.05	3.05684	0.05	0.05	0.62768

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)
Any additional information	[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

Response: 0.65

4.2.4.1 Number of teachers and students using library per day over last one year

Response: 4

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The IT facilities have been upgraded in several phases over the last five years.

 Hardware:

- Hardware upgradation is being carried out on a regular basis as per requirements.
- Systems have been replaced with new models with advanced configuration with 2GB RAM, Intel–i3/i7 and 500GB HDD.

Software:

- MS-office, Adobe Reader, C, C++, JAVA, MATLAB, Chem-Draw ultra, Gaussian view, Mervin-sketch are available.
- Python, C+, VB.net, MySQL software available for   practice purpose.

- Antivirus is in all the Departments Computers and updated annually for all the systems.
- The Operating System is updated as per requirement for software.

The College is upgraded with Wi-Fi Internet Facility (BSNL Fibernet connection with internet speed of 40 MBPS) to all the students and faculty through RUSA. This mission is aimed at making Internet accessible to all classrooms, Library and around the campus. The Internet is by advanced OFC and installed by Cambium Network Solutions.

The campus at present is enabled through Wi-Fi service with five long range access points which are mounted on the ceiling to enable the Wi-Fi connectivity to the classrooms, Library and around five-meter range of the campus. These Access points are periodically monitored, and augmented as per the additional requirements.

In addition to the Fiber Net Internet Connectivity in the campus, Administrative Block is connected with High Speed BSNL Broad Band Internet connectivity.

Video conferencing facility is also available within the institute and to communicate with the Puducherry authorities.

Complete high-quality virtual tour of the college infrastructure was created and published on the web to provide immersive, virtual experience to the patrons.

The college is also equipped with one ICT enabled classroom in every Department consisting of LCD Projector and computer or laptop.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 10:1

File Description	Document
Upload any additional information	[View Document](#)
Student – computer ratio	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

Response: B. 30 MBPS – 50 MBPS

File Description	Document
Upload any additional Information	[View Document](#)
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 45.88

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
13.15747	30.72154	4.93424	13.22982	0.3719

File Description	Document
Upload any additional information	[View Document](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View Document](#)
Audited statements of accounts	[View Document](#)

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Dr. S.R.K Government Arts College, Yanam has well established systems and procedures for maintaining and utilizing physical, academic and support facilities. There are standard operating procedures for maintenance of infrastructural and support facilities.

Academic Facilities

The institution has a well prepared academic policy document with the aim to outline the College's approach to the provisions of academic programs and the student cohorts for which they have been developed. It also covers various academic facilities available in the college.

The Principal of this College holds periodical meetings with the HODs of the various Departments of this Institution to utilize the various grants received from the Government, UGC, IQAC and RUSA for the overall development of this Institution.

Physical Facilities:

Physical facilities include infrastructure, buildings, fixtures and fittings are being maintained by the Public Works Department and Electricity Department, Yanam.

Budget is allocated periodically to ensure proper maintenance and utilization of the Physical facilities. The security of the campus is out-sourced and taken care of by a private agency engaged on long term basis.

Classrooms:

Maintenance and utilization of Classrooms is entrusted to MTS, identified for the purpose. They are kept clean and ready for use by proper maintenance.

Laboratories:

Record of Instruments and equipment is maintained by the Stores Keeper/faculty and supervised by HODs of the concerned Departments.

The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises.

All the necessary stock entries related to the Glassware, Instruments and Chemicals and utilization of the stock are updated regularly and Stock verification is also done annually for all the Departments to verify the stock and updating the entries in the registers.

Library:

The requirement and list of books is taken from the concerned Department HODs for the purchase of the books. The finalized list is duly approved by the principal.

To ensure return of books, 'no dues' from the library is mandatory for the students before appearing for the Examinations.

The proper account of issue of books to the students and staff on daily basis is maintained.

Reading room is also maintained by the assistance staff of this College and register of visitors on daily basis is maintained.

The stock verification is done as a part of maintenance and the old books were recommended for condemnation. The old newspapers were sold under the supervision of a faculty member.

Computers and IT infrastructure:

College ensures optimal maintenance and utilization of IT infrastructure for the benefit of students. It looks

after the purchase and upgradation of systems and software, maintenance of equipment and disposal of e-waste.

Physical Education:

Maintenance and utilization of Sports and games equipment, Courts and Gymnasiums are looked after by the Physical Director (i/c) with support from assistants. Provision is made for periodic purchase of new equipment as per necessity.

Furniture, water works, electrical, plumbing work:

These wings are either maintained by the 'skilled Guild' of the college or outsourced to professional service agents. Major works are tendered out by the Public Works Department or Electricity Department, Yanam.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 10.97

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
57	73	76	54	23

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	[View Document](#)
Any additional information	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 3.61

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	12	80	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances

including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 6.27

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
9	5	10	13	17

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 138.95

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

Response: 264

File Description	Document
Upload supporting data for student/alumni	[View Document]
Details of student progression to higher education (Data Template)	[View Document]

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 45

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations,** *etc.*)**) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	2	0	0

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	4	2	0	0

File Description	Document
Upload supporting data for the same	[View Document]
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	[View Document]
Any additional information	[View Document]

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural

activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 79

5.3.1.1 **Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
17	44	10	3	5

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	[View Document](#)
e-copies of award letters and certificates	[View Document](#)
Any additional information	[View Document](#)

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)

Response:

Dr. S.R.K. Government Arts College believes in decentralization and participative management of college affairs with the greater participation of students through Student council. In accordance with Lyngdoh Committee guidelines to UGC, Student council of the college is elected from the General body consisting of Class Representatives (C.Rs) of whole college for an academic year. All the members of the General body and student council are involved in all the activities and committees of the College. The student participation in the council and various academic and administrative bodies and committees helps them gain experience of conducting meetings, making decisions and managing an organization.

Student Council include President, Vice President, General Secretary, Cultural Secretary, Sports Secretary, representatives from NCC and NSS, assisted by two teacher representatives (one male and one female)

Student Council in particular and Class Representatives in general, representing the students of the college are engaged in various administrative, co-curricular and extracurricular activities.

Student representatives with various committees play an important role in planning and organizing various activities such as cultural events, guest lectures, seminars, conferences, workshops, national festivals, extension activities viz., rallies, adoption of villages, community service, surveys etc.

Student representatives as a bridge between college administration and students, brings up various issues and grievances of the students to the notice of the concerned authorities in the college, in a democratic manner to initiate corrective measures wherever needed.

Assist mentors in monitoring and counseling the students spanning the gap between the faculty, students and the administration.

Supports faculty in organizing learner centric strategies like student seminars, group discussions, debates, workshops, field trips, etc.

The Student Council and CRs propose ideas, place requests, and provide feedback on various issues like curriculum, teaching-learning process, infrastructural needs, etc., to the college administration.

Further, they also undertake the responsibility of maintaining discipline and cleanliness on the campus.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 28.8

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
43	43	22	12	24

File Description	Document
Upload any additional information	[View Document](#)
Report of the event	[View Document](#)
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	[View Document](#)

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The 46-year-old Government Arts College, Yanam has a strong, committed, un-registered and functional Alumni Association. The alumni take pride in claiming their belongingness to the institution. They identify themselves with their alma mater so much that any major or minor contribution they make is taken as a god sent opportunity to discharge their indebtedness to this institution. Equally, the institution deems it an honor to claim its alumni as the main source of strength and publicity. More than ten members of alumni are serving this institution in teaching/ non-teaching cadres.

The Alumni contribution includes sponsorship of college annual Cultural and sports day, publication of college magazine, resource persons for various academic and co-curricular activities like supporting N.S.S camps at the adopted village.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	[View Document](#)
Link for any additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

Named after Dr. Sarvepalli Radhakrishnan (1888-1975), Dr. S.R.K. Government Arts College, Yanam started from the academic year 1973-74 onwards. Education elevates the dynamic spirit, enhances harmony and creates cultural refinement for building better personality and society. Through acquisition of knowledge by invention and creative methods, our students are given a chance to explore their hidden talents. With focus on the technology based economy, pioneering efforts are being undertaken by the college to encourage the students to venture into the field of their choice.

Vision:

We can have a progressive and peaceful world if only education stand for values, unity and harmony in humanity. In the ring, the rising sun in the emblem reflecting light stands for enlightenment, life and energy in addition to dawn for the new. The aqua part symbolizes the tributary Gowthami of Godavari where our institution is located and also exemplifies a rich source of multiplicity of coconut resources. Ultimately the flora shows the prosperity and verdure of the region. The eight loops on the ring signifies the directions and also horizons of knowledge. Herein education in relation to globalization and universalization is envisioned.

The Motto 'Education for human excellence' emphasizes better education does make better mankind and better world through rightly educated harmoniously developed persons who have love for freedom and values, respect for heritage and inquisitiveness for discovery, invention and innovation.

Mission:

The Mission of the college is curved out of the vision in a way so that the students of this college are provided with:

1. An education that is just and liberal which helps the students in developing a mindset which is liberating in its focus and attitude.
2. An education that makes students become impartial and is able to be analytically alert to differentiate between good and bad and they become a responsible citizen of this country.
3. The college tries to deliver an education that does not limit itself within the ambit of text and related study material but extends itself and helps them to gain knowledge in other fields.
4. To strive to attain the mission and vision of the College in the given institutional set-up, works in collaboration with the policy-framework announced by the Union Territory Government, the policy–framework of the Central Government as forwarded through the Government of Puducherry.

To fulfill the vision, the College follows a path of continuous work along with its monitoring and required modification in the following manner:

Encouragement is provided to build up a true leadership quality among the students in a just and equitable way by engaging them in activities like Students' Union Council, N.C.C. or N.S.S. Initiatives are taken to organize the discussion, seminar, debate, cultural presentation, patriotic, and nation-building activities so that students can feel themselves to be an active participants in shaping up social issues. The statutory bodies and non-statutory committees work together for smooth governance of academic, financial and administrative aspects of the college.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

In the hierarchy first comes the Secretary of Higher Education, subsequently comes the Director of Higher education, and then comes the Principal of the college who acts as the administrative head of the institution. Since Dr. S.R.K. Government Arts college is a Government Degree College, all the major decisions are taken by the Directorate of Higher Education. The financial matter of the college is looked after by the Drawing and Disbursing Officer, who is selected from among the teachers, but approved by the Director, Department of Higher Education & Technical education. To assist the Principal and for the smooth functioning of the college, there is a Teachers' Council where the Principal functions as the President. There are various subcommittees like Examination Committee, Academic Committee, Discipline Committee, Development Committee etc. whose conveners and members are selected from the Teachers' Council. In total there are 18 sub-committees. The work of the college administration is decentralized and the various subcommittees formed at the beginning of the academic year support the system. Some of the functions of the committees are as follows:

1. The examination sub-committee conducts two semester examinations in a year as per the University Time table and undertakes two internal examinations. Other than the regular University examinations, various competitive examinations are conducted by the college, whenever required by the government.
2. The admission sub-committee arranges the admission of the college.
3. Cultural sub-committee arranges the entire cultural programs conducted by the College. The committee also observes all the important national and international events in the college.
4. The discipline committee looks after the overall discipline of the college so that students try to maintain the rules and regulations of the college.
5. The anti-ragging committee and Sexual Harassment cell see to that the students are safe and secure inside the college campus.
6. The development committee looks after the overall development of the college, including infrastructure development.
7. The purchase committee looks after the purchase of various equipment, instruments, chemicals, furniture, etc.

8. The literary and Debate Committee encourages students to participate in debate in the college campus and also take an active part in various inter-college competitions.

Every sub-committee is led by a convener and few members and these committees meet on a regular basis and help to formulate and implement the strategic plans of the institution. Apart from the other committees the College has IQAC and RUSA Committee. Throughout the academic year, all the sub-committees participate to resolve the concerning issues for the interest of the institution where every committee member has the freedom to participate in decision making. The students take an active part in the various activities on the campus. This results in the effective and proper execution of the work and promotes cooperation between management, staff, and students. The Heads/ Head in Charge of various departments is responsible for the day to day administration of the Departments.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Dr. Sarvepalli Radha Krishnan Government Arts College is a Government Degree College under the administration of Puducherry, so all strategic / perspective plans are taken by the Department of Higher Education, Government of Pondicherry from time to time to improve the quality of Higher Education in this part of the Union Territory. College takes initiatives for making various proposals to the Government from time to time on various key issues, related to higher education.

The perspective plan includes all the key elements for the improvement of the College., namely improving the quality of education in the institution, facilitate research opportunities, human resource development, infrastructure development, curriculum enrichment, academic excellence and student progression. Based on the key elements, the plans are chalked out and the management and IQAC work towards achieving the goals set by the plan.

However, some internal strategies can be taken by the college for the smooth functioning of the college. One such strategic plan implemented by the college is the Teaching and Learning Process of the institution. The academic calendar is prepared by the Committee at the beginning of each academic year. The master time table is prepared for the Science, Arts and Commerce allotting tutorial classes, smart classes for each department. Based on the master time table, departmental time tables are prepared and followed.

The Head of the Department of each department then formulates departmental routine, distribute syllabus among faculty members, so that the syllabus is completed within time. From time to time extra classes, tutorial classes and revision classes are also taken. In short, syllabus coverage is monitored by the Head of the Department of each department. Attention is paid for slow learners. Study materials, question papers of

the preceding years are provided to advance as well as slow learners. Guidance is provided to the students for writing answer. There is a departmental library in each respective department from where books are provided as reference books to the students. ICT enabled classes are also taken by the departments to make the students understand certain difficult topics in the easiest way. Study tours, field visits are arranged occasionally in some departments to enhance the experimental learning process. Each department has been provided with computers along with internet facilities for the smooth conduct of the department.

For the proper guidance of the students, there is a mentor and mentee system. Assignments, sessional examinations as part of continuous evaluation, group learning in some departments are practiced from time to time. The main purpose of each department is to enhance the knowledge and make the students aware of the modern education system. Library facilities, INFLIBNET facilities are also rendered to the students of this institution. To put the students at ease with the subjects, some department conducts group discussion, quiz competition, and debate competition from their subject itself so that the students are also able to overcome their fear and expand their knowledge and to upgrade themselves.

File Description	Document
strategic Plan and deployment documents on the website	[View Document](#)
Paste link for additional information	[View Document](#)

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.

Response:

The Principal, as the head of the institution along with the members of the Teachers' Council, maintains a congenial and academic environment in the college. Major policy decisions are taken by the Directorate of Higher Education, which are communicated to the college through the Officer on Special Duty. In the college, the Principal is the apex authority and he is assisted by the Secretary, Teachers' Council, and various sub-committees. The Principal executes academic and administrative plans and policies with the help of 14 sub-committees for smooth conduct of the college activities. In addition, the college has NCC and NSS wings, IQAC Cell, NAAC Cell, and RUSA Cell.

The various fourteen sub-committees are:

1. Academic committee
2. Admission Committee
3. Examination Committee
4. Library Committee
5. Debate and Literary activities and Magazine Committee
6. Student's Union Council Election Committee
7. Games and Sports Committee
8. Discipline Committee
9. Purchase Committee

10. Store verification Committee
11. Sexual Harassment and Redressal Committee
12. Anti Ragging Committee
13. Research Committee
14. Placement Cell

Appointment- Appointment of Assistant Professors is conducted through Union Public Service Commission (UPSC), Government of India and appointment of non-teaching staff is made through interviews. Recruitment of Guest Lecturers is done individually by the college following the U.G.C rules and Higher Education guidelines. Supporting staffs for cleaning, Night Guard is maintained in the college through outsource. Promotion Policy – Career Advancement Scheme (CAS) of the regular Faculty members is done by the Directorate of Higher Education as per the norms of UGC. Promotion of non- teaching is done as per the policies of the Government of Puducherry.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

1. Administration is headed by the Principal for both Academic and Administrative aspects.
2. The necessary annual budget for the planning and development of the Institution is informed to the Government in the beginning of the financial year.

3. RUSA has sanctioned Rs.1.2 crores to construct a new Academic block (G 2) to start M.Sc Chemistry Course.

4. Administration is headed by the Principal for both Academic Administrative aspects.

5. The necessary annual budget for the planning and development of the Institution is informed to the Government in the beginning of the financial year.

6. RUSA has sanctioned Rs.1.2 crores to construct a new Academic block (G plus 2) to start M.Sc Chemistry Course.

The College uses its electronic database and information systems to ensure a data-driven approach to decision making. A diverse set of stakeholders including students, members of the teaching and nonteaching staff, alumni, parents, employers, and industry representatives are engaged through various electronic channels in the planning and development process of the College. Students are communicated through WhatsApp groups and emails. The timetable and other academic communication are uploaded on the website as well as mailed to the faculty members. All the works related to Academics and Administrative purposes are communicated to the government using MS office, beams software. Pay soft and PEBS, google docs, google forms and google sheets. All the circulars to be communicated to the staff within the college are also done using the MS office and Google Docs. Administration to better streamline the administrative work, maintains databases and records in electronic form. Notices and other correspondence pertaining to administration are proactively communicated via electronic channels to respective stakeholders. The administrative wing of the College has already started digitization of its records for easy retrieval and storage. Statutory information, student-related information, and other important forms are uploaded on the institutional website. Further, to ensure the convenience of students, the administration promptly responds to email communication sent by students, parents, and other stakeholders.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 2.37

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	3	0	0

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.4

6.3.3.1 **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	1	0	0

File Description	Document
Upload any additional information	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 30.89

6.3.4.1 **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
23	13	5	2	7

File Description	Document
Upload any additional information	[View Document](#)
IQAC report summary	[View Document](#)
Details of teachers attending professional development programmes during the last five years	[View Document](#)

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

Dr. S.R.K. Government Arts College, Yanam aims at accomplishing effective performance of its human resources. Teaching staff play an imperative role in escalating the institutional performance. Their performance is evaluated periodically at three levels by the in-charge of department, the head of the institution and Directorate of Higher & Technical Education the through well- established procedures. The procedures for evaluation are designed for rectifications rather than fault finding. It helps identify the ways and means of enhancing the performance of staff. The current procedure for appraisal of teachers is primarily concerned with the areas of their teaching, contribution to administration, professional development, and research. The college collects feedback from students' semester wise. Review meetings are conducted both to verify the satisfactory completion of syllabi by the faculty and also after the announcement of semester end examination result to analyze whether the pass percentage of students taught by each faculty is up to the mark. In case, the syllabus is found incomplete, the faculty is advised to take extra classes to cover the same before the commencement of examinations. In the case of faculty with poor performance of students in the semester end examinations, the in-charges of the Departments are asked to conduct a review meeting at the department level with the faculty to initiate necessary corrective measures.

For this purpose, the Gazetted officers are given the Annual Performance Assessment Report (APAR) format for their self-appraisal annually. The APAR is assessed by the Principal and is then sent to the Directorate of Higher & Technical Education for further action. These performance Indicators are evaluated by the IQAC based on documentary evidence forwarded to Principal for awarding scores and later sent to the Directorate of Higher & Technical Education for further action. As the final Score forms the basis for promotion, transfer, and career advancement of the individual lecturer, the process is seriously taken care of.

Non-teaching staff performance is appraised periodically. It is reckoned based on their adherence to the Citizens Charter and the stipulated deadlines. Month wise review of personal registers and work done by non-teaching staff is monitored closely. The efficiency of office staff in helping staff and students by way of processing their files is given priority in assessing them. Principal also appraises the performance of non- teaching staff based on punctuality, personal register, entry in inward and outward registers, number of currents received, sorted and executed, maintenance of other necessary registers and accountability with evidence.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Annual stock verification is done internally every year by constituting a committee with staff members for all the departments. The Principal of this College forms a Stock verification Committee for each department with one senior faculty as convener and two other faculty as members. The committee members of the teaching staff of the college and the storekeeper should conduct the stock verification as per the records/ledgers/stock registers maintained and submit a report of the verification conducted to the principal for onward transmission to the Director, Directorate of Higher and Technical Education, Puducherry. Internal financial audit will be done by a team of audit members from the Govt. of Puducherry for the funds granted and utilized from the Govt. funding as also for the amounts granted from the other sources such as UGC and RUSA. External audit will be done by a team of members from Controller and Auditor General Office, Chennai.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The availability of funds is essential for any organization, society, family, or co-operatives but the movability of funds is even more important. If the movability is in the right direction and well-coordinated then the level of progress is high; otherwise, it becomes ineffective even though the fund is available. Therefore, the movability of funds is important for the development of any organization. The Principal and the Drawing and Disbursing Officer (DDO) of the college monitors the use of these sources received from the government through discussion with the Development Committee and Purchase committee. The Government fund, RUSA fund, and UGC fund are looked after by the Drawing and Disbursing Officer in collaboration with RUSA coordinator, UGC coordinator, Purchase committee, and Development committee. The allocated funds are utilized to purchase equipment, chemicals, organize seminars, workshops, and conferences, etc. The Principal makes recommendations for better handling of resources and effective mobilization of available funds for the betterment of the students, teaching and non- teaching staffs. There is a Planning and Development Committee that looks after the requirements of various departments minutely and then goes for purchasing the things through the Purchase Committee. The Purchase Committee follows all the formalities for the utilization of the fund. Quotations are sought and then following the required formalities, for utilization of funds, steps are taken. A supply order is given to the vendor for the purchase of any material. At times purchases are made by the local Co-operative society. If the purchase of materials is below ten thousand, the purchase can be made directly without calling any tender. Up to 2.50 lakhs, the principal can call tender but if the purchase is above 2.50 lakhs purchase has to be made by e-tender. Recently the Department of Higher & Technical Education instructed the college to make the purchase through GEM. Beneficiaries are added to the software and the payments are made online through the Public Finance Management System (PFMS). An institution is not recognized by its infrastructure but by the success of students studying in it. Therefore, some fund is invested on the purchase of books and apparatus, sports and games equipment, Fresher's welcome, cultural programmes, and national events.

For effective teaching and learning process, it is very important that the environment and campus of the institution should be clean and alluring. The institution has botanical garden which is maintained by the government fund provided by the college. For maintaining and upgrading the facilities provided to the college there is a fund for electricity, water, and internet website and telephone bills. To upgrade the students, faculty, and other employees, various programs like seminars, discussions are organized for which fund is provided by the college. Some percentage of funds is also kept for miscellaneous expenses.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The Internal Quality Assurance Cell (IQAC) monitors efforts of the college towards excellence indifferent areas. By the end of the session, IQAC chalks out an action plan for the next year and ensures and reviews the efforts being made by the institution to follow that action plan. The institute has a sufficient number of committees and cells each headed by a coordinator and a few members which contribute to the quantitative and qualitative improvement of the College. IQAC conducts academic audit (internal) of the college to review the academic achievements of faculty members and departments, documentation of the various programmes / activities across different units of the College. It also collects and analyses feedback from the students, teachers, parents and uploads the same on the institutional website. Measures and strategies to be implemented for quality assurance are regularly discussed in the IQAC meetings.

Following are the example of two practices implemented as quality enhancement measures:

Advance Action Planning:

In chalking out the action plan, all HODs, conveners/ programme coordinators of all units are invited to the meeting of IQAC. Upon the initiative of the institution initiates and implements the action plan across the departments/units/cells of the College administration for the institution as guided by the institutional head. The academic calendar is an integral part of this action plan which is prepared before the commencement of the academic session.

Students' Satisfaction on overall Institutional Performance:

The Internal Quality Assurance Cell of the College conducts a manual / online student feedback on overall institutional performance regarding the teaching-learning process, evaluation process, library services and administration by the College from all the students of the academic session. Students' responses are analyzed by the IQAC Committee and feedback is discussed in the meeting of IQAC with Heads of the Departments. The feedback report is coordinated to the Head of the institution for taking initiatives in quality sustenance. It improves the student-teacher relationship; helps the teachers to improve their teaching-learning methods; creates a healthy communication between the students and the teachers; develops the skill of evaluation; helps the college administration to improve services and facilities in diverse areas like library, drinking water, cleanliness in the classrooms and toilets, etc.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

The IQAC of the college periodically reviews teaching learning process, its structures and methodologies of operations and learning outcomes. Under the efficient leadership of the principal and the faculty, it has developed effective norms to review and achieve the best learning outcomes. The IQAC undertakes a periodical review of teaching-learning activities Department activities, Annual Academic Plans, Teaching Diaries, Teaching Notes, Bridge Courses, Remedial Programs, implementation of ICT based pedagogical methods etc. A few sample IQAC initiatives are given below.

The IQAC has devised an effective on-line feedback mechanism on teaching learning scenario in the college. The IQAC reviews and reforms the teaching-learning Programs based on the feedback from stakeholders.

In the beginning of the academic year, the IQAC reviews the work load based on the sanctioned strength of students and recommends to the principal to appoint the required number of temporary or Contract Faculty to facilitate running of classes. To facilitate student centric methods in teaching and learning, the Curricular Plans are designed to outline the pedagogy methods combined with curricular, cocurricular and extracurricular activities. With a view to revamp the existing lecture method, the IQAC held a series of meetings and with senior faculty and pedagogy experts to devise a number of student centric pedagogy tools such as PPTs, AV aids, Group Discussions, games, Projects, Classroom seminars, interviews, role plays, surveys etc. to revitalize the teaching-learning scenario.

Academic infrastructure in the college has been strengthened to create a congenial academic ambience for teaching and learning. A great number of ICT classrooms and virtual classrooms were established.

'Hands on experience' is provided to students through Internships, Project works, Field Trips and Research Projects. Inter and intra institutional Seminars, workshops and symposia are organised to supplement the teaching learning activity. The faculty is deputed On Duty to participate in Orientation and Refresher courses, Seminars and workshops or any Skill Development Program.

Teaching-learning is also strengthened through Foundation Courses, Generic elective courses, Discipline Specific elective course and Skill Development Courses.

Student Progression sheet is another IQAC initiative which serves as a progress sheet to monitor the impact of teaching-learning on the learning outcomes. Every department and faculty member will prepare

course handouts detailing the course outcomes, allocation of hours for each unit and pedagogy methods to be used and evaluation pattern for the papers to be handled by them in the given semester. The performance in the internal examinations is analysed based on course outcomes.

The IQAC conducts post result review meet on declaration of semester end results wherein the faculty of the course in which students have performed poorly is requested to come up with reasons and remedial measures.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: B. 3 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Dr. S.R.K. Govt. Arts College, through its proactive faculty, staff and student programs, will annually look into the following to sensitize the entire faculty, employees and the students to maintain a standard, respectful and dignified behavior at the workplace / Campus.

- Sensitization of newly admitted students by regular induction / awareness programmes.
- From the beginning, the new students are to provided a mentor. Weekly meetings between the mentor and mentee are to be conducted to reduce the burden of study and to ease the stress in the new atmosphere.
- "No Discrimination Policy" is strictly followed by all means to ensure equal and unbiased measures for everyone for their teaching & learning activities.
- Girl students are encouraged by all means without any sign of gender discrimination to ensure equal rights and participations in regular cultural activities, sports, NCC, debate, celebrations, and performing arts.
- Girl students are to be encouraged to undertake their physical fitness seriously by joining (separate timings for girls) gymnasium facility provided by the college. Besides these, there are a plenty of opportunity to explore other different forms of sports in the college.
- Lady faculties and staff members are to be given equal participations in different activities performed throughout the year. All the committees formed, include lady faculties and staffs in appropriate numbers. Girl students are encouraged to lead the team as Class representatives.
- Awareness raising programs and activities are to be conducted for the safety and security on regular basis.
- Regular meetings of various committees (Grievance redressal, Anti Sexual Harassment, Women Empowerment Cell, etc) to look after the safety and security of women at workplace in all aspects. Classes related to gender, women's rights and women empowerment for students to be conducted regularly by the departmental faculty members, NSS, and the Women's Empowerment Cell. Counselling sessions are to be conducted for the girl students on a regular manner by the lady faculty members of the above mentioned Committees.
- Workshops / Seminars are to be conducted regularly to promote diversity and gender sensitivity among faculty members, employees and students.
- In classes, faculty members should promote working together policy, fair representations for leadership roles, impartial participation, gender balance in projects.
- Meetings (open and closed sessions with faculty members of the appropriate gender) with parents and students are to be conducted regularly to discuss / address gender related scenarios, complaints and counseling.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	[View Document]()
Link for annual gender sensitization action plan	[View Document]()

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	[View Document]()
Any other relevant information	[View Document]()
Any other relevant information	[View Document]()

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

Dr. Sarvepalli Radhakrishnan Govt. Arts College has deep concern to protect environment, health and well- being through implementation of effective waste management practices. The Institution has taken up various initiatives to maintain an eco-friendly campus by adopting the concept of Reduce, Reuse and Recycle by implementing effective waste management through segregation, recycling and composting. Students and faculties are actively involved by knowing their perspective about the waste management techniques in the college. College actively organizes Swach Bharat Abhiyan to create awareness and consciousness among students, teaching and non-teaching staff.

Solid waste management:

The Institution implements solid waste management by enforcing the waste segregation rules. Dustbins are placed in every classroom, laboratory, rest rooms, and at different locations in the campus. Each classroom is provided with a bin, where students can dump all dry waste. In each corridor, a large bin is provided where students can throw wet waste such as food waste etc. Housekeeping personnel are allotted to each floor to manage waste generated in the College. All waste / garbage from college is segregated at source and disposed of in a proper manner. Every day, the waste collected from these bins is dumped into the bin kept by municipal authorities just outside the gate of the Institution. Once it gets filled, it is taken out by the sanitation workers and is dumped at the Municipal Corporation dump yard. The Biodegradable waste is used efficiently for making compost. Three compost units are being operated in the College for the efficient conversion of biodegradable waste in into compost. Compost produced in the college is used for the plants in our college. No burning of dry waste happens in the college premises, thus keeping the environment clean. Wastes like newspapers and stationary is sold to proper recycling agencies / vendors. After the completion of chemical substances in the Chemistry laboratory, the containers are neutralized with suitable solvents before its disposal, so that they do not cause any harm to the environment. The broken glassware is segregated separately and handed over to Municipal Corporation for its safe disposal. Waste like broken wooden and iron furniture is brought in reuse after assembling the useable parts.

Liquid Waste Management:

College is having good drainage facility. Hazardous chemicals are kept far away from the students in the well-ventilated labs. Regular checkups are done in leakage of gases and chemicals. Enough care is taken in the Chemistry laboratory to neutralize the chemicals used for the experiments, with suitable solvents before letting it into the drainage.

E-waste management:

Dr. Sarvepalli Radhakrishnan Arts College is a government institution so E-waste cannot be disposed of without the permission of the Government. Electronic gadgets are repaired for minor defects to ensure its optimum utilization. Computers and its peripherals are upgraded regularly to continue usage and to avoid their wastage. Out of function computers, mother boards, hard drives and other e-waste are stored separately.

File Description	Document
Any other relevant information	[View Document](#)
Link for Geotagged photographs of the facilities	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling

5.Maintenance of water bodies and distribution system in the campus

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: B. 3 of the above

File Description	Document
Various policy documents / decisions circulated for implementation	[View Document](#)
Geotagged photos / videos of the facilities	[View Document](#)
Any other relevant documents	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: B. 3 of the above

19-04-2022 07:55:44

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	[View Document](#)
Certification by the auditing agency	[View Document](#)
Any other relevant information	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	[View Document](#)
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Dr. S.R.K. Govt. Arts College has always been at the forefront of sensitizing students to the cultural, regional, linguistic communal and socioeconomic diversities of the state and the nation.

Most of the students taking admissions in the college are local and belong to the nearby places of Yanam (Puducherry). The admission process is carried out as per government rules. Enough care is taken for specific earmarked seats of each category. The Institution is undertaking various initiatives to provide for an inclusive environment by bringing students and teachers with diverse background on single platform for creating inclusive environment. These initiatives are in the form of celebration of days of eminent personalities, National Festivals, NSS, Ek Bharat Shresta Bharat (EBSB) Club activities, awareness rallies,

government campaigns and other such activities that help in developing tolerance harmony towards culture, region and linguistics and also communal social economics and other diversities. College Annual day celebrations are conducted regularly, where inspirational and motivational talks are delivered to students for their future journey. The institute plays an effective role as a catalyst in the area to maintain peace and national integration. Two important national festivals, Republic Day and Independence Day are celebrated every year in the college. Inspiring lectures are given on these occasions to inculcate the nationalism and patriotism among the students. The College always encourages the students to organize and participate in different programmes organized by college, inter-college, university and other Government or nongovernment organization to make them sensitize towards cultural, regional, linguistic, communal and socio-economic diversities. Different sports and cultural activities organized inside the college to promote harmony among the students.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Dr. S.R.K. Govt. Arts College sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enables them to conduct as a responsible citizen. As responsible citizens of the country, the students are motivated to take part in various activities of the college. The students, also being responsible citizens, take many **community services** and provide services to mankind and society. The students have taken up many **cleanliness drives** both inside the campus and nearby villages considering it as a responsibility of every citizen. The students have also taken up **Plantation drives** to provide a clean and green environment for all.

Every year, 26th November is celebrated as **Constitution Day**. Various types of activities had been arranged to make this day meaningful by the college. Lectures of faculties and eminent speakers are organized on that day to reiterate the significance of the constitution of India. **Vigilance Awareness Week** is observed every year during the last week of October to encourage all the stakeholders to collectively participate in the prevention of, and the fight against corruption and to raise public awareness regarding the existence, causes and gravity of and the threat posed by corruption. The **Independence Day** is celebrated annually on August 15 to commemorate the valour and spirit of the freedom fighters who fought for the independence of the nation from British rule. Flag hoisting ceremony is followed by speech by the Principal and faculty members to make the students aware of their duties towards our nation and help to promote patriotism and national unity. **Republic Day** is also celebrated on January 26th every year to commemorate the adoption of the constitution. On this day flag is hoisted followed by speeches on constitution formation and its importance delivered by faculty members and Principal of the college. The

students get to know their duties towards the country and also the rights provided to each individual by our constitution.

Student Induction Programmes are organized every year with a purpose to help students acclimatize with the new environment, develop responsible bonding with fellow students and teachers, sensitivity towards various issues of social relevance and imbibe human values so as to become the responsible citizens. The college has also conducted a **Voter awareness programme** for all the students and were sensitized about their constitutional powers of voting. **Road Safety Week** is observed from January 11th to January 17th every year to spread the awareness among students how to drive safely as a responsible citizen. Our students across all UG courses, as per the affiliating University curriculum study **Public Administration** as a compulsory paper which sensitizes the students about constitutional obligations.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	[View Document](#)
Code of ethics policy document	[View Document](#)
Any other relevant information	[View Document](#)

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

National and International commemorative days, events and festivals are regularly being celebrated and observed in Dr. Sarvepalli Radhakrishnan Government Arts College with great zeal to maintain harmony and healthy work atmosphere and to make the learners aware of the national pride and rich cultural heritage. Through the celebration of these events, the students, teaching and non-teaching staff of this college get to know the significance of national integrity and its role in nation's development.

The following important events are celebrated in the college without fail:

National Voters Day which is celebrated every year on 25th January to encourage the students to take part in the political process.

Republic Day is celebrated every year on January 26 to commemorate the adoption of our constitution. Various events including flag hoisting and march-past are organized on the occasion, which are followed by "constitution awareness program" in which students and staff members are made aware of their duties towards our nation and rights given to them by our constitution.

International Mother Language Day is observed on 21st February, with the aim to promote the preservation and protection of our mother language.

National Science Day is celebrated every year on 28th February to mark and recognize the contributions of scientists towards the development of the country. Science exhibitions on themes and concepts, lectures and science model exhibitions are organized on this occasion.

International Women's Day is observed every year on 8th March to help students eliminate discrimination against women.

World Poetry Day is celebrated every year on 21st March to honour poets, promote the reading, writing and teaching of poetry, foster the convergence between poetry and other arts and raise the visibility of poetry in the media.

Independence Day is celebrated every year on 15th August. In this grand event, flag hosting by the principal and march-past by our college NCC team are organized. Various cultural activities related to independence movement are exhibited.

Ekta Divas (Birth Anniversary of Sardar Patel) is observed every year on 31st October as National Unity Day. Unity pledge taking ceremony is conducted to mark the occasion.

Teacher's Day (Dr. Sarvepalli Radhakrishnan Birth Anniversary) is celebrated every year on 5th September with great fervor. The students organize a program for the teachers.

Gandhi Jayanti (Mahatma Gandhi Birth Anniversary) is celebrated every year on 2nd October. As part of this, seminars, lectures, book exhibitions, quiz competitions are conducted.

Apart from observing these national and international events, the college has also observed Constitution Day (26th November), Fit India Movement (28-09-2019), World Cancer Awareness Day (4th February), World Wetland Day (2nd February), Birth Centenary Celebrations of the Telugu Poet Patthabhi (19-02-2018), 87th Birth Day Celebrations of Dr. C. Narayana Reddy (31-07-2017), Telugu Bhasha Dinotsava Vedukalu (29-08-2016) and Ugadi Celebrations.

File Description	Document
Link for any other relevant information	**View Document**
Link for Geotagged photographs of some of the events	**View Document**
Link for Annual report of the celebrations and commemorative events for the last five years	**View Document**

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

Best Practices - I

1. Title of the Practice

- Use of ICT in teaching and learning process.

2. Objectives of the Practice

- Use of Information Communication Technology (ICT) in teaching learning process.
- Use of ICT can enhance the teaching and learning outcomes.
- Improvement in ICT infra in the college campus.

3. The Context

- Use of Information Communication Technology (ICT) in teaching learning process facilitated an alternative method of teaching-learning, during closure of the college due to Covid lockdown.
- Use of ICT enhanced the teaching and learning outcomes in the College.
- Improvement in ICT infrastructure in the college campus.

4. The Practice

- Teaching faculty used various ICT tools in order to continue teaching learning process, during Covid lock-down period in academic year 2020-21.
- Teaching faculty under took many Refresher Courses, Faculty Development Programme (FDP), Short Term Courses, Workshops and Seminar / Webinars.
- In order to facilitate use of ICT in the institution, ICT infrastructure was enhanced by establishing ICT enabled classroom in every department and improved Wifi facilities in the classroom.
- College subscribed for membership of National Digital Library (NDL), Inflibnet and N-List to provide access to online resources to faculty and teachers.
- Use of ICT in teaching-learning process improved the academic result.

5. Evidence of Success

- Teachers used platforms like Google meet, Zoom, Webex meet, WhatsApp's, YouTube, etc to carry forward the teaching – learning process during Covid pandemic lockdown period.
- Teaching faculty using ICT tools during lockdown, under took many Refresher Courses, Faculty Development Programme (FDP), Short Term Courses, Workshops and Seminar / Webinars.
- Use of ICT in teaching learning process improved the result and performance of the students in both internal and external examinations. The pass percentage of the students was about 99% in Pondicherry University examinations.
- Internal and External examinations were conducted through online mode. Assessment and evaluation of course outcomes were done through online format.
- Use of ICT facilitated creation of an alternative method of teaching-learning process and blended method.

6. Problems Encountered and Resources Required

- Inability and Non availability of ICT tools like Smart Phones and internet facilities with the Students.
- Lack of tech-know among some faculty members and students in usage of modern ICT tools and technology.
- Need of orientation and training for faculty and students on the use of advanced ICT teaching and learning applications.
- Lack of financial support for the purchase of ICT teaching –learning software in the institution.

Best Practices - II

1. Title of the Practice

- Mentoring System

2. Objectives of the Practice

- The College would like to achieve the vision of the institution, that of a life- oriented education.
- To improve discipline and human interaction on the campus through the mentoring system.

3. The Context

- The College had earlier class teachers in charge of their respective classes, they were in charge of handing over the examinations progress reports after every exam conducted, wherein, the academic progress of the students was monitored, with not much opportunity to look into the strengths and weaknesses in the personal life of the student and guide him/her. To overcome this problem, the mentoring system was adopted in the College.
- The students, at the cusp of adulthood, tend to be both confused and undisciplined and the mentoring process is aimed showing them right direction on making right choices.
- The mentors also strike a balance between the students coming from different strata of society thus creating an environment of self-respect and respect for others.

4. The Practice

- Mentorship is assigned to each faculty based on the subject and classes they handle. Each staff member is allotted about 20 students and She/he is a mentor for all the three years of their stay in Dr. S.R.K. Government Arts College at the UG level. The mentor sheets have been designed to make provision to include all academic, co– curricular and personal details of the candidate including his /her family during the first year of study.
- The mentor helps the student understand the organizational culture. She/he provides guidance on personal issues and guides her/him to choose credit courses offered in the institution.
- The mentor points out strengths and areas for development in each student. She/he also helps the student to set long-term career goals and short-term learning objectives to enable them to perform effectively.
- The mentor meets her/his wards regularly. Parents are called for interactive sessions to know how constructively their ward utilizes the time at home. Constructive suggestions are made for the overall development of the student.
- Sometimes mentors even address health problems and personal problems of the students.

5. Evidence of Success

- Mentoring has proved to be the ideal system to have been adopted, as tremendous improvements have been seen in the overall performance of the students.
- There is a significant change and marked improvements in the students' attendance and attitude.
- High self-esteem, appreciation for oneself and respect for others.
- Mentorship was highly appreciated by the parents who felt that their children were in safe hands.
- Students felt that they had somebody to turn to in times of trouble.
- Improved discipline and humanizing environment on campus.

6. Problems Encountered and Resources Required

- Lack of support from the faculty due to academic activity and time constrains.
- Lukewarm attitude of the parents in responding and interacting with the teachers.
- Independent attitude of the students, not interested in making use of mentoring system.

File Description	Document
Link for any other relevant information	View Document
Link for Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Dr. S.R.K. Govt. Arts College, established in 1973, is the only Higher Educational Institution in Yanam, a

part of the Union Territory of Puducherry. The College is recognized by UGC under section 2(f) and 12(B) and affiliated to Pondicherry Central University, Puducherry from 1984. It is NAAC accredited College with 'B' Grade. It started functioning from the academic year 1973-74, offering Bachelors Programme in Arts as annex to Junior College in the campus. The College started expanding its academic activities by increasing the number of courses over a period of time, in tune with local demands and needs.

 Today the College offers eight programmes at Under Graduate and four programmes at Post-Graduate levels. The College switched to Credit Based Choice System (CBCS) from 2017-18, to facilitate inter-disciplinary and skill based courses in academics. The institution has plans to expand its horizons by introducing more programmes at U.G and P.G level and mould itself to adapt to the changes to be introduced under New Education Policy.

The College being affiliated to Pondicherry Central University, offers Under Graduate programmes with one Single specialization / Core subject, unlike three subjects common core curriculum of other surrounding colleges, affiliated to Andhra Pradesh State Universities. This institution also gives an opportunity to pursue Post Graduate programmes of Central University stature in this region, surrounded by Andhra Pradesh State make it unique and stated attracting students from other regions and States. About ten students took admission into this college in various programmes from Kerala State, in order to procure degrees of Central University.

The distinctiveness of being only Higher Educational Institution affiliated to Pondicherry Central University to offer high quality education with single specialization at Under Graduate and Post Graduate level in multiple disciplines make the college unique and distinct in this region.

File Description	Document
Link for appropriate web in the Institutional website	[View Document](#)
Link for any other relevant information	[View Document](#)

5. CONCLUSION

Additional Information :

This is a Government College established to impart higher education in the rural area of Yanam, a region in Puducherry State. The institution is striving hard to provide quality education to students who are mostly first-generation learners as well as from varied socio-economic background, many of them are from under privileged group. To provide wider accessibility for the student community who aspire for quality education, scholarships are provided by the State and Central Governments.

We are driven by the motto of social service as education always aims at developing society. We always try to give what we can when society requires it. Our students have rendered yeoman's service during natural disasters like floods in the locality as Yanam is near by the Godavari River. Students came forward to provide daily essentials like rice and vegetables during the lockdown period of Covid- 19. For this the financial aid was extended by the faculty members. The faculty often donate one day salary as an aid during the natural calamities. Our faculty members contributed some financial aid to the outsourcing staff of the college during crisis.

We, as a Government Institute, embrace at all time the accountability of fostering future citizens of the nation and also playing a vibrant role in consolidating the values of democracy by fostering inclusion, helping the student to understand, recognize and appreciate diversity and support in building democratic societies.

Concluding Remarks :

Since the last cycle of NAAC visit and being accredited with **B** Grade, Dr. S.R.K. Government Arts College has slowly but surely been on the progressive path ensuring that it does not rest on past glories or unmindful of the need to keep growing and evolving as an institution keeping in mind the ever transforming social frame work and the job market.

As elaborated under various categories, the measures initiated and the actions taken, to first initiate corrective measures to overcome the limitations pointed out in the NAAC report of the 2nd cycle and then to continue on the expanding process both in terms of academic and infrastructural parameters. Given the limitations as mentioned and the unexpected speed bump in the form of COVID-19, the institution has consolidated the progressive gains over the six years period under the present cycle of accreditation. The following highlights the gains/achievements of the institution during this period.

- Introduction of one UG-Botany and two PG – Chemistry and Zoology courses.
- Addition of new faculty appointed by UPSC.
- Construction of new academic block expanding the infrastructural facilities.
- High level participation in sports activities among students at both state and national levels.
- Substantial research activity among faculty members.
- Extensive adoption of ICT to go beyond traditional teaching methods.

Furthermore, proposals have also been sent for starting further courses in Humanities and Social sciences keeping in mind the burgeoning demand for these in Yanam and nearby places. Efforts are also in the place to create adequate opportunities for the students to have participatory role in the affairs of the college.

With NEP on the verge of being implemented, Dr. S.R.K. Government Arts College has extended its scope of academic vision and the last five/six years are an indication of its commitment to justify its levels as a premier institution affiliated to central university, catering to the higher education needs of the local populace .Barring a few niggles and certain obvious lacunae , the institution does not waver from its mission ,vision and ambition to further escalate in terms of its position and showing progressive path to its students.