

**RAJAH SERFOJI GOVERNMENT COLLEGE (AUTONOMOUS)  
THANJAVUR 613005**

**The Annual Quality Assurance Report (AQAR) of the IQAC  
2012-2013**

**Part – A**

**I. Details of the Institution**

1.1 Name of the Institution	RAJAH SERFOJI GOVT COLLEGE
1.2 Address Line 1	NEAR NEW BUS STATION
Address Line 2	THANJAVUR
City/Town	THANJAVUR
State	TAMIL NADU
Pin Code	613005
Institution e-mail address	tnjrsgc@yahoo.com
Contact Nos.	04362-226417
Name of the Head of the Institution:	Dr. S. ANBALAGAN
Tel. No. with STD Code:	04362-226417
Mobile:	9442008535
Name of the IQAC Co-ordinator:	Dr. P. MARIAPPAN
Mobile :	9865423322
IQAC e-mail address :	iqacrsg@gmail.com
1.3 NAAC Track ID (For ex. MHCOGN 18879):	March 31/2007/RA/017 dt April 2007
1.4 Website address:	www.rsgc.ac.in
Web-link of the AQAR:	www.rsgc.ac.in/iqac/AQAR-12-13.pdf

### 1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	***	--	2000	2000-2005
2	2 <sup>nd</sup> Cycle	B+	--	2007	2007-2012
3	3 <sup>rd</sup> Cycle	--	--	2012	Yet to be reaccredited

1.6 Date of Establishment of IQAC : DD/MM/YYYY

24/07/2008

1.7 AQAR for the year (for example 2010-11)

2012-2013

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i) AQAR 2010-11 resubmitted to NAAC on : 27.10.2014  
 ii) AQAR 2011-12 submitted to NAAC on : 27.10.2014

### 1.9 Institutional Status

University/College State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

### 1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University

BHARATHIDASAN UNIVERSITY

1.12 Special status conferred by Central/ State Government- UGC/ CSIR/ DST /DBT/ ICMR etc

Autonomy by State/Central Govt. / University	<input checked="" type="checkbox"/>	
University with Potential for Excellence	<input type="checkbox"/> NA	UGC-CPE <input type="checkbox"/> NA
DST Star Scheme	<input type="checkbox"/> NA	UGC-CE <input type="checkbox"/> NA
UGC-Special Assistance Programme	<input type="checkbox"/> NA	DST-FIST <input type="checkbox"/> NA
UGC-Innovative PG programmes	<input type="checkbox"/> NA	Any other <input type="checkbox"/> NA
UGC-COP Programmes	<input type="checkbox"/> NA	

**2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff/ Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No   
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC  
 Total Nos.  International  National  State  Institution level

ii) Themes

## 2.14 Significant Activities and contributions made by IQAC

- Motivating staff members to apply to various academic and research bodies (UGC, DST, ICMR, ICSSR, TNSCST, TANSCHHE etc) for research projects (major and minor) and conducting seminars in core areas.
- Coordinating with various departments and college administration for sustaining and enhancing quality in all spheres of activities
- Setting parameters and bench marks for quality assurance and exploring new avenues for quality enhancement

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
Up-gradation of UG departments in to PG departments	M.A. Tamil, M.Sc. Statistics, M.Sc. Computer Science, M. Sc. Biochemistry courses were started. One additional section of M. Sc. Zoology was also started.
Review of UGC expert review committee report and recommend necessary action to implement the suggestions.	New Class rooms were added within the existing structures. Toilet facilities have been improved.
Collection of Data for AQAR and SSR for NAAC reaccreditation process.	Baseline data were collected for preparation of AQAR

2.15 Whether the AQAR was placed in statutory body: Yes  No

Management  Syndicate  Any other body

College Council

Part – B  
Criterion – I

**I. Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	19	-	-	-
PG	08	05	-	-
UG	21	-	-	-
PG Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	01	-	-	-
Others-M.Phil.	07	02	-	-
<b>Total</b>	56	07	-	-

1.2 (i) Flexibility of the Curriculum: **CBCS/Core/Elective option** / Open options

UG and PG students were given guidance and counselling for selecting electives under CBCS

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	UG, PG, and M. Phil. programmes are carried out under semester pattern
Trimester	--
Annual	--

1.3 Feedback from stakeholders\*

Alumni  Parents  Employers  Students

Mode of feedback: Online  Manual  Co-operating schools (for PEI)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Revised syllabus (2011-2012) is followed in the current academic year also.

1.5 Any new Department/Centre introduced during the year. If yes, give details.: Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
129	102	26	--	01

2.2 No. of permanent faculty with Ph.D. 63

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	21	0	0	0	0	0	0	0	21

2.4 No. of Guest and Visiting faculty and Temporary faculty 42 0 0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	7	56	0
Presented papers	10	42	1
Resource Persons	1	18	6

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Student seminars are organized periodically to give them exposure in descriptive and explorative methods and presentation skills.
- Multimedia devices and smart boards are used in the lecture halls

2.7 Total No. of actual teaching days during this academic year 182

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, : None Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development 60 35 00  
as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students 82.51

## 2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
B.A. English	79	0	8	46	0	68.35
B. A. Economics	79	0	7	12	0	24.05
BBA	103	0	58	35	2	92.23
B. Sc. Maths	70	15	46	0	0	87.14
B. Sc. Statistics	16	1	6	1	3	68.75
B. Sc. Physics	72	2	14	0	0	22.22
B. Sc. Chemistry	66	0	20	0	0	30.30
B. Sc. Zoology	73	3	40	6	0	64.38
B. Com.	58	0	28	26	1	94.82
B. Sc. Comp Sci	68	8	41	0	0	72.05
B. Sc. Biochem	25	2	11	2	0	60
M.A. English	37	0	18	2	0	54.05
M. A. Economics	34	1	8	3	0	35.29
M. Com.	34	1	25	3	0	85.29
M. Sc. Maths	53	14	30	6	0	94.33
M. Sc. Physics	24	12	7	0	0	79.16
M. Sc. Chem	44	1	15	0	0	36.36
M. Sc. Zoology	30	3	23	1	0	90
M. Phil. Commerce	20	18	2	0	0	100
M. Phil. Economics	15	12	3	0	0	100
M. Phil. Physics	18	4	14	0	0	100
M. Phil. Chemistry	10	0	10	0	0	100
M. Phil. Zoology	14	14	0	0	0	100
M. Phil. Maths	15	13	2	0	0	100
M. Phil. Buss. Admi	15	6	9	0	0	100

## 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Student feedbacks on course content and teaching were received for further improvement in teaching learning methods.
- The results were analyzed and underperformers were given counselling.
- Staff members were motivated to attend in-service training periodically. They were also encouraged to organize seminar/symposia/workshops/conferences at regional, national and international level.
- Students were encouraged to contribute and attend seminar/symposia/workshop/conferences

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	20
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	0
Others	8

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	48	28	00	12
Technical Staff	18	07	00	05



## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Qualified staff members were encouraged to become recognized research advisors and register students for research programmes (M. Phil., Ph.D.)
- The staff members were motivated to apply for minor and major projects
- Faculty and students were encouraged to publish their research work in reputed journals and magazines
- Students and scholars were regularly taken on industrial, institutional and field trips.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	4	2
Outlay in Rs. Lakhs	0	0	41.72	17.66

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	3	2	0
Outlay in Rs. Lakhs	0	5.00	1.90	0

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	116	25	12
Non-Peer Review Journals	1	0	16
e-Journals	0	0	0
Conference proceedings	2	9	1

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects (in laks)	3	UGC	41.72	41.72
Minor Projects (in laks)	1-2	UGC	1.90	1.90

Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects (other than compulsory by the University)	1	TNSCST (2 Nos)	0.16	0.16
	1	TASCHE (5 Nos)	0.75	0.75
Any other(Specify)	--	--	--	--
Total	--	--	44.53	44.53

3.7 No. of books published i) With ISBN No.  iii) Chapters in Edited Books   
ii) Without ISBN No.

3.8 No. of University Departments receiving funds from  
UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy:

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	10	-	1	1
Sponsoring agencies	ICMR	UGC, TNSCST	-	DBT	CICT

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations: International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency  From Management of University/College   
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
4	1	1	0	2	0	0

3.18 No. of faculty from the Institution who are Ph. D. Guides 58

and students registered under them 161

3.19 No. of Ph.D. awarded by faculty from the Institution 05

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF 4 SRF 0 Project Fellows 4 Any other 0

3.21 No. of students Participated in NSS events:

University level 200 State level 0  
National level 0 International level 0

3.22 No. of students participated in NCC events:

University level 100 State level 03  
National level 09 International level 0

3.23 No. of Awards won in NSS:

University level 0 State level 0  
National level 0 International level 0

3.24 No. of Awards won in NCC:

University level 0 State level 0  
National level 2 International level 0

### 3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="0"/>		
NCC	<input type="text" value="1"/>	NSS	<input type="text" value="07"/>	Any other	<input type="text" value="1"/>

### 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility (ISR)

- SUO M. Jegadesan attended the Republic Day Parade camp at New Delhi as part of the Tamil Nadu contingent from 01.01.2013 to 19.01.2013.
- 4 NCC cadets attended the National Integration Camp at Sathyabama University, Chennai from 18.12.2012-29.12.2012.
- 2 of our NCC cadets attended as part of the Tamil Nadu Contingent a National Integration Camp at Indore, MP from 23.11.2012 to 04.12.2012. The company commander of the college NCC unit Lt. G. Arunachalam also attended the camp as the Contingent Commander.
- Two NCC cadets attended Thal Sainik Camp in New Delhi from 27.09.2012 to 08.10.2012. CUO. T. Dinesh won gold medal in Tent Pitching and Sgt. D. Surendar won bronze medal in Obstacle Crossing in the Competitions held at the National level.
- A blood donation camp was conducted by NCC on 04.10.2012 at Thanjavur Medical College Blood Bank. 46 Units of blood was donated.
- NSS volunteers participated in the Walkathon on World Health Day (24.10.2012) conducted by Meenakshi Hospital, Thanjavur.
- Our NSS volunteers participated in the Pulse Polio Immunization drive organized by Rotary Club of Thanjavur on 24.02.2013
- 20 NSS volunteers participated in a 5 day Cultural Programme conducted by South Zone Cultural Centre, Thanjavur
- Our NSS volunteers assisted the local administration on the occasion of the Emperor Rajarajan Birthday celebrations as crowd controllers on 24.10.2012 and 25.10.2012.
- Our NSS volunteers participated in the awareness programme to enroll the public as voters in the electoral roll.
- Volunteers of Red Ribbon Club actively participated in the AIDS awareness and Blood Donation Programme organized at District Head Quarters Hospital.
- Students and scholars from Zoology department participated in the annual tiger census camp conducted at Anamalai Tiger Reserve by Tamil Nadu Forest Department.
- A public lecture on biotechnology sponsored by Department of Biotechnology, Government of India was organized on 30.01.2013.
- Zoology department conducted essay and drawing competition for school students of Thanjavur district as part of National Environmental Awareness Campaign of Ministry of Environment and Forests, New Delhi on 10.10.2012.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	44 Acres	--	--	--
Class rooms	54	4	--	58
Laboratories	21	1	State Govt	22
Seminar Halls	1	0	0	1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	--	Spray Analyzer Physical Vapour Deposition Unit UV-Vis Spec	UGC	--
Value of the equipment purchased during the year (Rs. 1 Lakhs)	--	--	--	--
Others	--	--	--	--

#### 4.2 Computerization of administration and library

- All departments are provided with computers with internet facility.
- The office of the controller of examinations is fully computerized with printing facilities.
- Computerized hall tickets were issued to students (UG/PG/M.Phil.) for the semester examinations.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value*
Text Books	61905	1149606	690	167385	62695	1149606
Reference Books	145	9857	13	841	158	9857
e-Books	--	--	--	--		
Journals	29	118246	18	89401	47	118246
Digital Database	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

\* Values are given for the books purchased 2010 onwards

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer in Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	128	26	11	Nil	Nil	8	13	70
Added	34	26	-	-	-	-	-	8
Total	162	52	11	-	-	8	13	78

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology Up-gradation (Networking, e-Governance etc.)

- Internet facility is available in all the departments. Faculty members, scholars and students have access to open study resources.
- Digital library is another source of information portal. Students and scholars browse the academic requirements and research requirements (reference and study materials)

#### 4.6 Amount spent on maintenance in lakh:

i) ICT	0.70
ii) Campus Infrastructure and facilities	5.14
iii) Equipments	3.42
iv) Others	27.21
<b>Total :</b>	<b>36.47</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Tutorial system is effectively followed in all the courses.
- Remedial classes are conducted for students who need extra action.
- Students are encouraged to participate in seminars/ symposia/ conferences/ workshops conducted by other universities and colleges.
- Career Guidance and Placement Cell of the college provides guidance and counselling to the students.

#### 5.2 Efforts made by the institution for tracking the progression

- Tutorial system is in place to track the progression of the individual students in their academics.
- Students' attendance, personal discipline, and his performance in tests and semester examinations are continuously monitored by the tutor.

#### 5.3 (a) Total Number of students

UG	PG	Ph.D.	Others	Total
2309	651	158	123	3241

(b) No. of students outside the state

0
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(c) No. of international students

0
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	No	%		No	%
Men	1801	55.56	Women	1440	44.44

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
0	479	5	785	1	1269	0	479	5	785	1	1351

Demand ratio 1:3.39

Dropout % 1.11

#### 5.4 Details of student support mechanism for coaching for competitive examinations

- Coaching classes are conducted for PG students for NET/SLET examinations and UGC funded remedial courses for the students who need extra coaching.
- Special classes are conducted for preparation of competitive exams conducted by TNPSC.

No. of student beneficiaries

1808
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5.5 No. of students qualified in these examinations

NET	<input type="text" value="01"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="16"/>

5.6 Details of student counselling and career guidance

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
05	320	101	00

5.8 Details of gender sensitization programmes

- Orientation programmes are conducted in gender sensitization by the college management for staff members.
- Awareness meetings and seminars are conducted on gender issues for students also.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level



## 5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	0	0
Financial support from government	2484	8672168
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

## 5.11 Student organised / initiatives

Fairs: State/ University level  National level  International level   
Exhibition: State/ Univ level  National level  International level

5.12 No. of social initiatives undertaken by the students: 01

5.13 Major grievances of students (if any) redressed:

- Steps were taken to pursue the scholarship applications with various agencies for timely processing and disbursal.

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

##### **Vision:**

To empower the youth of the region with quality higher education with nationalistic fervour to overcome social and economical backwardness and to equip them to meet the standards of the knowledge and research at the national and international level.

##### **Mission:**

- To impart quality higher education in consonance with our motto “wisdom is to know the ultimate truth”.
- To mould the students as citizens with knowledge, skill, character, leadership and selfless service for social transformation and national development.

#### 6.2 Does the Institution has a management Information System

- Yes

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

- UGC norms are followed in deciding core courses, allied and elective subjects. The syllabus is revised once in three years.

##### 6.3.2 Teaching and Learning

- The faculty members regularly attend orientation, refresher and other in-service training programmes to enrich their knowledge.
- The faculty work in various approaches, methods, and techniques to teach the syllabus components keeping in view the academic environment of the class rooms.
- Regular Field Visits, Industrial Visits and Educational Trips are arranged.
- Spoken skills of the students in English are improved by using the English Language Laboratory.

### 6.3.3 Examination and Evaluation

- From November 2012 onwards skill based elective and general papers external valuation is followed
- External question paper setting is in force for all the programmes.
- Regarding practical examination an external examiner is appointed for each paper.
- As soon as the exams are completed the answer scripts are evaluated by external examiners and the results were published in the college website within a month of last examinations.

### 6.3.4 Research and Development

- Departmental research committee monitors the development of the research activities of the scholars.
- Scholars are encouraged to attend training on research methodology.
- Necessary information on eligible research fellowships is provided.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- IQAC ensures that students and scholars, who wish to have access to digital resources, are benefited through the digital library.
- All the departments are provided with internet facility which is useful for staff, scholars and students.
- Three class rooms have been added by renovating the existing structure.

### 6.3.6 Human Resource Management

- The teaching and the nonteaching staff of the college work in tandem under the guidance of the principal for the betterment of the students.
- Student representatives are appointed for each class to act as a bridge between the faculty and the class in the execution of regular academic activities

### 6.3.7 Faculty and Staff recruitment

- As per the norms of the UGC, the Teachers Recruitment Board, Chennai recruits eligible candidates and the Director of Collegiate Education appoints them in the cadre of Assistant Professors.

- Tamil Nadu Public Service Commission recruits and the Director of Collegiate Education appoints the eligible persons for various non teaching positions

#### 6.3.8 Industry Interaction / Collaboration

- A member from the industrial field has been nominated in the Governing Council of the college to ensure the participation of industry in the curriculum development. Students from Zoology, Biochemistry and Commerce periodically visit industries and institutes to develop their knowledge in practical aspects.

#### 6.3.9 Admission of Students

- Admission of the student in UG/PG is through single window system, following the norms and regulations of Director of Collegiate Education.
- For M. Phil. Admission it is done as per the guidelines of Bharathidasan University, Thiruchiraplli.
- For Ph.D. the applicant has to write an entrance test and undergo oral interview. Based on the performance in this examination the Departmental Research Committee recommends the candidate for preliminary registration.

#### 6.4. Welfare schemes for:

##### **For teaching and Non-teaching**

- A UGC sponsored day care center is functioning to look after the children below five years of the college staff.
- An employee's cooperative thrift society is functioning in the college in which all the staff are members.
- Both teaching and nonteaching staff can avail themselves loans from the society at low interest rates.
- A Medical insurance scheme is being implemented by the government for the welfare of the staff
- Festival advance is given once in a year for those who apply for it
- Government loan schemes to purchase house and vehicles are available for all the staff members.
- The staff are eligible to get accommodation in Tamil Nadu Housing Board at subsidised rent.

- The college arranged for medical camp for all the staff on 31.12.2012.

### For students

- Free Laptops were issued to 1453 UG students by the state government.
- Government scholarships are available for all SC and ST students. In case of BC and MBC students scholarships are available for those who belong to low income group.
- Free bus passes up to 30 km are issued by the state government to all the students. In this academic year a total of 2600 students received bus-passes.
- Two free hostels run by government welfare boards offer accommodation to SC/ST, BC/MBC male students who hail from far off places.
- For female students a separate hostel is run by the government.
- A Group Insurance scheme is available for all the students.
- Free health check up and blood grouping is done every year.
- A student cooperative store is functioning for the benefit of students

### 6.5 Total corpus fund generated:

Being a government institution all the corpus fund is with the government and all the financial commitments are met by the state government.

6.6 Whether annual financial audit has been done  Yes  No

### 6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Academic Council	Yes	IQAC
Administrative	Yes	AG & DCE	Yes	College Governing Body

### 6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- The students pay the examination fee directly in to college account through the special counters arranged by the bank at the college for a specific period.
- Instant exams are conducted in which the candidates are permitted to appear in one subject as per the norms.
- Open *viva voce* is introduced for M. Phil. Students.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not applicable

6.11 Activities and support from the Alumni Association

- Alumni association shoulders the responsibility of conducting the convocation ceremony with the college management every year.

6.12 Activities and support from the Parent – Teacher Association

- PTA helps the college management in matters of students discipline and welfare.
- Temporary appointments of guest faculty and office staff in the vacant positions are made with the help of contributions from PTA

6.13 Development programmes for support staff

- Support staff are encouraged to pursue higher studies through correspondence mode to equip themselves and to enhance their promotional opportunities.
- They are sent to attend periodic in-service programmes to hone their skills.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Saplings were planted in the campus to make the campus green.
- As per the guidelines of UGC, animal use in Zoology practical curricula is minimized. Digital alternatives were used.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Student applications for scholarship were computerized and sent to the respective welfare department through online communication.
  - Handling of student records became easy.
  - This system enables quick follow up.
  - It facilitated disbursement of scholarship on time.
  - It enabled the students to get the financial assistance on time to meet the expenses on their education.
  - All students were motivated to open and maintain savings bank accounts.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Staff members are encouraged to conduct more seminars and workshops for the benefits of students.
- Final year PG students are encouraged to present their project work in National Seminars and Symposia

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- i. All students are encouraged to start savings banks accounts in nationalised banks.
  - The scholarships are credited directly to the bank accounts.
  - Students get familiarised with banking system.
- ii. A free medical check up and blood grouping is done to all the students.
  - All the students were screened by a medical team.
  - Blood grouping was done to each student.

7.4 Contribution to environmental awareness/protection

- National Environmental Awareness Campaign of Ministry of Environment and Forests was organized and an essay and drawing competition on global warming was conducted for school children at the district level.

- An exhibition on environmental awareness was organized on 19.03.2013. The participants were provided with saplings of medicinal plants.
- Saplings were planted in the college campus also.
- NCC and NSS volunteers undertake the responsibility of the clean and green campus.

7.5 Whether environmental audit was conducted?      Yes       No

7.6 Any other relevant information the institution wishes to add (for example SWOT Analysis)

- Periodic review meetings were conducted in the department to review the academic performance of the students.

8. Plans of institution for next year

- Construction of a class room complex to accommodate the newly started courses
- Establishment of separate research laboratories
- Establishment of generator facility
- Provision of WIFI facility to staff and scholars
- Motivation of the non Ph. D. staff members to do research for the award of Ph. D. at the earliest
- To motivate faculty members to publish research papers in indexed journals
- To ensure quality research in all fields.
- To conduct seminars regularly on research methodology for research scholars

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THANJAVUR - 613 005.

Date: 27.10.2014

Place: Thanjavur



**Academic Calendar  
2012-2013**

Date	Particulars
18.06.2012	College Reopening for the academic year 2012-2013
10.09.2012- 14.09.2012	Internal Examinations
15.10.2012- 22.10.2012	Model Examinations
31.10.2012	Odd Semester Last Working day
02.11.2012- 27.11.2012	Autonomous Examination for ODD semester
26.11.2012	Reopening for even semester
27.11.2012- 14.12.2012	Practical Examinations-ODD semester
28.12.2012	Passing Board Meeting-UG & PG Examinations
28.12.2012	Publications of UG & PG Results
01.03.2013- 08.03.2013	M. Phil. Examinations
18.02.2013- 22.03.2013	Internal Examinations
05.04.2013- 16.04.2013	Practical Examinations
04.04.2013	Passing Board Meeting-M. Phil.
18.04.2013- 25.04.2013	Model Examinations
30.04.2013	Last Working day for the academic year 2012-2013
02.05.2013- 27.05.2013	Autonomous Examination for Even semester
14.06.2013	Passing Board Meeting of UG & PG Examinations
14.06.2013	Publication of autonomous examination results