

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

**The Annual Quality Assurance Report (AQAR) of the IQAC  
2013-2014**

**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-13-14.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)

2013-2014

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
- iii) AQAR 2012-13 submitted to NAAC on : 27.10.2014

1.9 Institutional Status

University/College	State	<input checked="" type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Constituent College	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Autonomous college of UGC	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Regulatory Agency approved Institution	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>		
	Urban	<input type="checkbox"/>	Rural	<input checked="" type="checkbox"/>	Tribal	<input type="checkbox"/>		
Financial Status	Grant-in-aid	<input checked="" type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>		
Grand-in-aid + self financing		<input type="checkbox"/>	Total Self-financing			<input type="checkbox"/>		

1.10 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		<input type="checkbox"/>
Others (Specify)	<input type="text" value="NA"/>								

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 type="checkbox"/>	
University with Potential for Excellence	<input type="checkbox"/>	UGC-CPE <input type="checkbox"/>
DST Star Scheme	<input type="checkbox"/>	UGC-CE <input type="checkbox"/>
UGC-Special Assistance Programme	<input type="checkbox"/>	DST-FIST <input type="checkbox"/>
UGC-Innovative PG programmes	<input type="checkbox"/>	Any other <input type="checkbox"/>
UGC-COP Programmes	<input type="checkbox"/>	

## **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

- Preparation of annual quality assurance report
- Assistance and support in preparation of SSR (2007-2014) for getting NAAC reaccreditation
- Preparation and arrangement for NAAC peer team visit
- Guidance to PG Students to apply for PG Merit and Indira Gandhi National Scholarships for Single Girl Child
- Guidance to the scholars to apply for research fellowships
- Motivating the staff members to apply research projects and conducting seminars/conferences/workshops 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
Review of AQAR of the previous years Preparation of input for SSR for reaccreditation process Organization of seminars to orient the staff members in the above process	AQAR of the previous year was reviewed and the areas that required improvements were identified Periodic review meetings of IQAC were conducted regarding preparation of AQAR/SSR A seminar on Quality in Higher Education was conducted on 27.12.2013

2.15 Whether the AQAR was placed in statutory body: Yes  No   
 Management  Syndicate  Any other body

### Provide the details of the action taken

- Creation of additional class rooms within the existing infrastructure
- Improvement of facilities in the auditorium
- Publication of semester results on the college website
- Conduct of soft skills development programmes for students
- Conduct of off campus programmes (Distance Education) of Bharathidasan University

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	13	-	-	-
UG	21	1	-	-
PG Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	01	-	-	-
Others-M.Phil.	09	-	-	-
<b>Total</b>	63	1	-	-

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.

The 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.

Department of Biotechnology

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
136	107	28	--	01

2.2 No. of permanent faculty with Ph.D. 78

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	28	0	0	0	0	0	0	0	28

2.4 No. of Guest and Visiting faculty and Temporary faculty

42	0	0
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	7	59	3
Presented papers	8	55	0
Resource Persons	3	18	19

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 gadgets 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, Double Valuation, Photocopy, Online Multiple Choice Questions)

Instant Examination is conducted and students are permitted to write two papers.

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

82.80

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.Lit. English Shift-I & II	69	0	10	28	0	55
B. A. Economics TM & EM	54	0	18	11	0	54
BBA-Shift I & II	102	0	34	37	0	70
B. Com. Shift I & II	49	0	25	20	1	94
B. Sc. Maths-TM & EM	67	15	31	6	0	78
B. Sc. Statistics	16	1	6	0	0	44
B. Sc. Physics TM & EM	54	1	27	2	0	56
B. Sc. Chemistry TM & EM	63	0	12	0	0	19
B. Sc. Zoology-TM & EM	65	2	13	0	0	23
B. Sc. Comp Sci Shift I & II	54	2	37	0	0	72
B. Sc. Biochemistry	19	0	8	1	0	47
M.A. Tamil	30	0	29	1	0	100
M.A. English	32	0	15	4	0	56
M. A. Economics	25	2	18	0	0	80
M. Com.	23	0	23	0	0	100
M. Sc. Maths Shift I & II	57	24	24	6	0	95
M. Sc. Statistics	23	6	5	0	0	48
M. Sc. Physics	22	1	20	0	0	95
M. Sc. Chemistry Shift I & II	46	0	20	0	0	44
M. Sc. Zoology Section A & B	50	3	10	0	0	26
M. Sc. Comp Science	30	5	21	0	0	87
M. Sc. Biochemistry	22	2	15	1	0	82
M. Phil. Commerce	20	19	1	0	0	100
M. Phil. Economics	11	11	0	0	0	100
M. Phil. Physics	19	2	17	0	0	100
M. Phil. Chemistry	10	0	10	0	0	100
M. Phil. Zoology	15	14	1	0	0	100
M. Phil. Maths	15	14	1	0	0	100
M. Phil. Comp Science	11	10	1	0	0	100
M. Phil. Business Administration	14	14	0	0	0	100

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

- Periodic student feedbacks on course content and teaching were received. The feedbacks were then analysed and areas for improvement were identified and communicated to staff for necessary remediation.
- The test scores of the students were analyzed and underperformers were given counselling and helped for improving their performance.
- 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	18
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	19
Summer / Winter schools, Workshops, etc.	24
Others	0

## 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	30	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

- Staff members of Arts as well as Science streams attended a workshop organized by the Bharathidasan University, Thiruchirapalli for research advisors on 27.02.2014 and 28.02.2014.
- Qualified staff members were encouraged to become recognized research advisors and register students for M. Phil. and Ph.D. programmes.
- IQAC coordinates with the staff members and motivate them 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	1	4	1	6
Outlay in Rs. Lakhs	3	41.988	8	124.96

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	6	0	2
Outlay in Rs. Lakhs	0	10.80	0	3.7

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	141	17	7
Non-Peer Review Journals	0	0	6
e-Journals	0	0	4
Conference proceedings	1	19	0

#### 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	3	UGC, DST	41,98,800	41,98,800
Minor Projects	2	UGC	10,80,000	10,80,000
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects ( <i>other than compulsory by the University</i> )	1	TANSCHE	90,000 (6 x 15000)	90,000
Any other(Specify)	--	--	--	--
Total	--	--	53,68,800	53,68,800

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	01	15	0	0	1
Sponsoring agencies	ICMR	UGC, ICMR, MoES, TNSCST, TANSCHE, 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
2	0	0	0	2	0	0

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

Students registered under them

3.19 No. of Ph.D. awarded from the Institution

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="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="2"/>

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

- 50 Units of Blood was donated at the Blood Donation Camp organized by NCC on 09.01.2014 at Thanjavur Government Medical College Hospital Blood Bank.
- Three cadets attended NCC National Games at New Delhi in November 2013.
- One cadet attended Republic Day Parade Camp at New Delhi in January 2014.
- Four NCC Cadets attended a National Integration Camp at Government Arts College, Kumbakonam from 04.10.2013-15.10.2013.
- Four NCC Cadets attended a National Integration Camp at Warangal, AP from 18.12.2013 to 29.12.2013.
- Two NCC Cadets participated in North East Region Trekking Camp in Shillong, Assam from 10.12.2013 to 17.12.2013.
- Three NCC cadets participated Inter Group Competitions-RDC at Madurai from 23.10.2013-02.11.2013.
- Four NCC cadets participated Inter Group Competitions-TSC at Anna University, Thiruchirapalli from 29.06.2013-08.07.2013.
- Seven NCC cadets participated Inter Group Competitions-National Sports at Salem from 29.09.2013-02.10.2013.
- Our college NCC cadets participated in the Independence Day parade and Republic Day parade organized at the district level
- A Blood Group Identification Camp was organized by college NSS
- Celebration of World Heritage Day-Cleaning of Thanjavur Big Temple - 50 NSS volunteers participated
- Formation of Human Chain by NSS volunteers on National Voter's Day to create awareness among the public

- NSS volunteers participated in the Differently Abled People Welfare Programme organized by Thanjavur District Administration
- 450 students actively took part in the general parliamentary election as Web Camera Operators
- 100 students participated as crowd controllers at polling stations during the parliamentary elections 2014
- Members of Red Ribbon Club actively participated in the AIDS awareness and Blood Donation Programme organized at District Head Quarters Hospital, Thanjavur

## 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	62	--	--	62
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.	--	Electronic Balance	UGC	--
Value of the equipment purchased during the year (Rs. 1 Lakhs)	--	--	--	--
Others	--	--	--	--

#### 4.2 Computerization of administration and library

- The college office is fully computerized with internet connectivity. It carries out the processing of applications for scholarship and financial transactions regarding salary, advances, income tax and other bills through internet. This helps speedy and timely submission of bills and clearing of financial bills on time.
- The data from the applications for admission into various courses is computerized for preparing the merit list as per the norms for admission, to ensure transparency in admission. It saves a lot of time in the admission process.
- All departments are provided with computers with WLAN internet facility.
- The office of the controller of examinations is fully computerized with printing facilities.
- Students are computerized hall tickets for the semester examinations.
- Semester results are published on the internet in downloadable form.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value*
Text Books	62595	1149606	1572	547899	64167	1697505
Reference Books	158	9857	6	1745	164	11602
e-Books	--	--	--	--	--	--
Journals	47	118246	13	33086	60	15133

						2
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
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	162	52	11	Nil	Nil	8	13	78
Added	6	-	-	-	-	-	-	6
Total	168	52	11	-	-	8	13	84

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

- Internet facility with Wi-Fi connection is available in all the departments. Faculty members, scholars and students have free access to e-resources through internet facility.
- All staff members have easy access to UGC-INFLIBNET
- Digital library is another source of information portal, which provides access to online journals and other e-contents to faculty, scholars and students.
- For the benefit of PG Science students a Virtual Lab has been established

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

i) ICT	0.71
ii) Campus Infrastructure and facilities	--
iii) Equipments	24.50
iv) Others	25.93
<b>Total :</b>	<b>50.90</b>

## Criterion – V

### 5. Student Support and Progression

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

- IQAC takes the responsibility of quality improvement in academic as well as co-curricular activities of the students.
- Tutorial system is effectively functioning in all the courses.
- IQAC coordinates with various staff coordinators, student organizations and learning facilities to ensure better utilization of services available for the students.
- Remedial classes for needy students are conducted every semester to ensure that all students clear the semester examinations.
- Students are encouraged to participate in seminars/ symposia/ conferences/ workshops conducted by other universities and colleges.
- Soft skills and personality development programmes are conducted for students to enhance their employability in private as well as public sectors.
- Processing of applications for government general scholarships and other merit scholarships is done on time to enable early disbursement of scholarships.
- The Career Guidance and Placement cell of the college provides guidance and counselling to the students in shaping their higher education and career prospects.
- Feedbacks from students on curricular, co-curricular and extracurricular aspects are collected through forms issued to the students through the faculty. The forms are returned to the IQAC for analysis. The results of the analysis are provided to the faculty for remedial action if needed. Feedback on course content and evaluation is forwarded to the COE for further action.

#### 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.
- An Associate/Assistant Professor is appointed as a tutor for every class (UG/PG). The tutor maintains the personal as well as the academic records of each student during the entire course of study.
- The student's attendance, personal discipline, and his performance in tests and semester examinations are continuously monitored by the tutor. If any problem is identified with any of the students, the tutor gives counselling and guidance as and when needed to keep the student on track.
- Achievements of students are widely publicised among the students to boost up the motivation and morale of the fellow students. The college management and the faculty always congratulate and encourage the student achievers to scale new heights.
- Even after completion of the course the students are in touch with the faculty to carry on their higher studies and to decide their career.



### 5.3 (a) Total Number of students

UG	PG	Ph.D.	Others	Total
2448	786	226	114	3614

(b) No. of students outside the state

0

(c) No. of international students

0

No	%	Men	No	%	Women
1953	54.03		1661	45.97	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
0	479	5	785	1	1269	7	531	1	829	1	1368

Demand ratio : 1:4.2

Dropout %: 0.89

### 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 TNPS.
- Students who aspire for study abroad programme are given training in communication in English by the Department of English.

No. of student beneficiaries

NA

### 5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	3

### 5.6 Details of student counselling and career guidance

No. of students benefitted

NA

### 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
--	--	--	03

## 5.8 Details of gender sensitization programmes

- Staff members are given orientation in gender sensitization by the college management.
- Periodical awareness meeting and seminars for students are conducted on gender issues.
- Staff members discuss gender issues with the students, whenever they get opportunity in the classes and during their informal conversation after the class hours.

## 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	2541	79,08,684
Financial support from other sources	1	20,000
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:

- New toilets have been constructed for physically challenged staff and students.
- For physically challenged staff and students ramps have been constructed wherever necessary.

## 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 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

- A two way interactive communication system is in place to manage the administration of the college. All the information is communicated to the students, through circulars to the class rooms, and notice boards. The same information is posted on the college website too.
- Communication regarding various extension activities is intimated to the students the respective staff-in-charge and the notice boards.
- Communication to the staff members is sent to all departments through circulars.
- Request and applications from the students are routed through the tutor and the heads of the departments to the principal for necessary action; and the action taken on the applications is intimated to the respective students.
- Scholarship, student records, bus/train passes and curricular aspects are managed by separate sections in the office in coordination with the staff members. These sections coordinate among themselves, provide timely information and fulfil the requirements of the stakeholders.
- Examination related matters are administered by the Office of the Controller of Examinations.
- Service records, salary and other benefits due to all the staff members are looked after by the college office.
- The principal is the head of administration and all different units of administration report and function as per the orders and instruction given by the Principal.

- The Principal holds periodic meetings of the staff-in-charge of different units of administration and academic bodies, for effective administration and delivery of services to students and staff.

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

#### 6.3.1 Curriculum Development

- The syllabus framed by the department is approved by the board of studies and ratified by the academic council of the college. The approved syllabus is followed for three years. The board of studies meets every year to review the syllabus to see if any updating is needed. Any addition or omission is effected only after the approval of the board of studies and the academic council. UGC norms are followed in deciding core courses, allied and elective subjects.

#### 6.3.2 Teaching and Learning

- The faculty members regularly attend orientation, refresher and other in-service training programmes to keep themselves abreast of the latest development in the field of core subjects and education technology.
- The faculty work in various approaches, methods, and techniques to teach the syllabus components keeping in view the academic environment of the class rooms.
- Apart from conventional lecture methods, faculty members are using Mind Mapping techniques, Concept Tests, Micro-seminar, Power Point Presentation, Videos, Virtual Laboratory and Digital Library to make the teaching and learning process effective and successful.
- Field Visits, Industrial Visits and Educational Trips are arranged to supplement the learning experience of the students on the college campus.
- The faculty of English conduct additional classes to develop the spoken skills of the students in English using the English Language Laboratory.
- Students with doubts and difficulties in learning are helped by the faculties after the class hours.

#### 6.3.3 Examination and Evaluation

- 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.
- Necessary information was provided to the scholars to undergo research training and efforts were made to avail the eligible research fellowships

#### 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 WLAN internet facility which is useful for staff, scholars and students.
- All the application forms regarding leave, OD, scholarship, train pass, grievance redress, alumni association, feedback, loans and advances are posted on the college website as downloadable forms.
- New class rooms have been added by renovating the existing structure.
- To ensure uninterrupted power supply one 15Kv diesel generator has been installed in the administration block where Office of the CoE, Physics, Chemistry and Botany labs are located.

#### 6.3.6 Human Resource Management

- Application was sent to start a short term course on solar cell testing to MHRD, NCPRE and IIT, Bombay. The course was jointly sponsored by these agencies to give training to the UG and PG students of Physics Department in solar cell testing. This course was envisaged to give additional training apart from their regular academics, to make them certified solar cell testing technicians. It is expected that the course will increase their employability.
- The teaching and the nonteaching staff of the college work in tandem under the guidance of the principal for the betterment of the students.

- A student representative is appointed for every class to act as a bridge between the faculty and the class in the execution of regular academic activities
- The faculty and the office staff work together to process the applications of student scholarships for early disposal of scholarships.

#### 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

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

#### 6.3.9 Admission of Students

- Admissions to UG/PG courses are done through single window system, based on the merit list prepared by the admission committee. The merit list is displayed in the notice board. The entire process of admission is done per the norms and regulations of Director of Collegiate Education.
- Admission to M. Phil. course is done as per the guidelines of Bharathidasan University, Thiruchiraplli. The merit list is prepared based on the marks obtained in the entrance test exam, interview and the marks in the qualifying examinations (PG).
- For Ph.D. the performance in the entrance test and *viva-voce* conducted by the Departmental Research Committee forms the basis for admission.

#### 6.4. Welfare schemes for:

Teaching	<p>An employee's cooperative thrift society is functioning in the college in which all the staff are members.</p> <p>Both teaching and nonteaching staff can avail themselves loans from the society at low interest rates.</p> <p>A Medical insurance scheme is being implemented by the government for the welfare of the staff</p> <p>Festival advance is given once in a year for those who apply for it</p> <p>Government loan schemes to purchase house and vehicles are available for all the staff members.</p> <p>The staff are eligible to get accommodation in Tamil Nadu Housing Board at subsidised rent.</p> <p>The college arranged for medical health check up for all the staff.</p>
Non teaching	All the welfare schemes mentioned above are available for nonteaching staff too.
Students	<p>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.</p> <p>Free bus passes up to 30 km are issued by the state government to all the students.</p> <p>Train passes on concessional rates are issued to students.</p> <p>Two free hostels run by government welfare boards offer accommodation to SC/ST, BC/MBC male students who hail from far off places.</p> <p>For female students a separate hostel is run by the government.</p> <p>A Group Insurance scheme is available for all the students.</p> <p>A free health check up and blood grouping is done every year.</p> <p>A student cooperative store is functioning for the benefit of students.</p>

#### 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.
- An improved answer booklet is supplied to the candidates for better presentation of answers.
- Instant exams are conducted in which the candidates are permitted to appear in two subjects instead of one subject as per the earlier norms.

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 with proper permission from the Director of Collegiate Education, 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 are used.
- Proposal to establish solar lamps to minimize the use of electricity, have been finalized by the college council.



## 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.

- Orientation programmes were conducted for the students on environmental awareness, availing scholarships from government other agencies, personality development and social responsibility (please see annexure I)

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. They are provided adequate guidance to apply finance.
- 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.
  - Diseases and other symptoms found during the medical examination were intimated to the students for further treatment.

7.4 Contribution to environmental awareness/protection

- Saplings were planted in the college campus.
- NCC and NSS volunteers take the responsibility of the clean and green campus.
- Environmental Awareness slogans/posters are issued by the Zoology department
- A Bio-garden has been established by the department of Biochemistry
- The college has become a member of ‘Clean Thanjavur’
- Students and staff are encouraged to keep the college campus “Plastic Free”

7.5 Whether environmental audit was conducted? Yes  No   
An action plan has been prepared to conduct the environment audit.

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

A SWOT analysis was done by the faculty to get a glimpse of the overall profile of the college. The following are the findings of the SWOT analysis:

- Research activities have improved.
- Students' performance in competitive examinations is improved.
- More classrooms are to be constructed.
- If a separate coaching programme to develop communication in English and soft skills is conducted the students will benefited.

8. Plans of institution for next year

- To construct of a class room complex to accommodate the newly started courses
- To establish of separate research laboratories
- To increase the number classes fitted with smart boards
- To provide ICT (Information and Computer Technology) training to all staff members
- To motivate 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
- To conduct entrepreneurship training to science students
- To establish a question bank in electronic format
- To establish solar street lights

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Signature of the Coordinator, IQAC

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Name: Dr. S. ANBALAGAN

Signature of the Chairperson, IQAC

**PRINCIPAL,**  
Rajah Serfoji Govt. College,  
(Autonomous)  
THANJAVUR - 613 005.

Date: 27.10.2014

Place: Thanjavur

**Academic Calendar**  
2013-2014

Date	Particulars
20.06.2013	College Reopening for the academic year 2013-2014
02.09.2013- 06.09.2013	Internal Examinations
21.10.2013- 06.10.2013	Model Examinations
02.11.2013	Odd Semester Last Working day
06.11.2013- 28.11.2013	Autonomous Examination for ODD semester
25.11.2013	College Reopening for even semester
25.11.2013- 04.12.2013	Practical Examinations-ODD semester
20.12.2013	Passing Board Meeting-UG & PG
24.02.2014- 27.02.2014	M. Phil. Examinations
24.02.2014- 28.02.2014	Internal Examinations
10.03.2014- 25.03.2014	Practical Examinations
04.03.2014	Passing Board Meeting-M. Phil.
28.03.2014- 04.04.2014	Model Examinations
08.04.2014	Last Working day for the academic year 2013-2014
09.04.2014- 06.05.2014	Autonomous Examination for EVEN semester
26.05.2014	Passing Board Meeting
26.05.2014	Publication of autonomous examination results

Orientation on Environmental Awareness was conducted to keep the students abreast of latest developments in conserving and upgrading the natural environment in the institution as well as the respective places of their living.

The NSS units of the college undertook the responsibility of conducting the orientation programme to the NSS volunteers who, in turn, took the message to other students, friends and the parents.

#### Key Aspects of the programme

- Latest information on the developments about environmental degradation and the efforts to mitigate the effects and to conserve the biodiversity was given to the volunteers through power-point presentation, video films, and lectures.
- Each presentation is followed by an interactive session in which the doubts other questions of the volunteers were answered by the resource person who were drawn from the science faculties of the college and from other government departments and NGOs.
- As part of the programme the volunteers collected the plastic and other non-biodegradable wastes in the college campus and handed over the same to the municipality for proper disposal. The quantum of wastes collected by the volunteers made them realize the magnitude of the problem and they took a pledge in the presence of the coordinators to minimize use and to make efforts to proper disposal of plastic.
- In the villages adopted by the NSS units volunteers conducted a plastic collection drive along with the local administrative bodies and conducted awareness programmes on the importance of keeping the environment free of plastics and the need for increasing the green cover.

#### Impact of the programme on the functioning of the institute

- NSS volunteers in the different departments created a positive atmosphere in their class rooms about keeping the class rooms clean and tidy.
- They planted saplings around their department buildings and on the pathways.
- They also came forward with useful ideas to improve cleanliness of the college campus.