

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

**The Annual Quality Assurance Report (AQAR) of the IQAC
2014-2015**

Part – A

1. 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:	TNCOGN10061
1.4 Website address:	www.rsgc.ac.in
Web-link of the AQAR:	www.rsgc.ac.in/iqac/AQAR-14-15.pdf

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
01	1 st Cycle	***	--	2000	5 years
02	2 nd Cycle	B+	--	2007	5 Years
03	3 rd Cycle	--	--	2012	LOI Submitted

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

24/07/2008

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

2014-2015

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
- iv) AQAR 2013-14 submitted on 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

Grand-in-aid + self financing Total 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

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="checkbox" value="15"/>
2.2 No. of Administrative/Technical staff	<input type="checkbox" value="1"/>
2.3 No. of students	<input type="checkbox" value="0"/>
2.4 No. of Management representatives	<input type="checkbox" value="0"/>
2.5 No. of Alumni	<input type="checkbox" value="0"/>
2.6 No. of any other stakeholder and community representatives	<input type="checkbox" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="checkbox" value="0"/>
2.8 No. of other External Experts	<input type="checkbox" value="1"/>
2.9 Total No. of members	<input type="checkbox" value="16"/>
2.10 No. of IQAC meetings held	<input type="checkbox" value="2"/>

2.11 No. of meetings with various stakeholders: No.	<input type="checkbox" value="0"/>	Faculty	<input type="checkbox" value="2"/>
Non-Teaching Staff/ Students	<input type="checkbox" value="0"/>	Alumni	<input type="checkbox" value="0"/>
		Others	<input type="checkbox" value="0"/>

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

- Annual quality assurance report submission
- Initiation to get permanent affiliation to the courses which are being conducted for more than five years with temporary affiliation.
- Coordinating with all the departments and college administration for the enhancement of quality in all the academic activities
- Facilitating preparation and arrangements for NAAC peer team visit
- Guidance given to PG Students to apply for PG Merit Scholarship and Indira Gandhi National Single Girl Child Scholarships
- Guidance given to the scholars to apply for research fellowships
- Motivating the staff members to apply for research projects and conducting seminars/conferences/workshops in core areas
- 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
<ul style="list-style-type: none"> • Assistance to NAAC steering committee for the preparation of SSR • Introduction of add on courses • Promotion of green activities in the college • Provision of uninterrupted power supply to college auditorium • Taking steps for upgradation and devel- 	<ul style="list-style-type: none"> • LOI has been submitted and the SSR will be uploaded along with this AQAR • Coordinating with various departments and college administration for the enhancement of quality in all the academic activities • Saplings were planted <i>enmass</i> by the college NSS volunteers

<p>opment of infrastructure</p> <ul style="list-style-type: none"> • Training eligible students in English language skills to get selected for the study abroad programme of Government of Tamil Nadu. 	<ul style="list-style-type: none"> • Solar Street Lamps were installed • One 15 KV Generator was commissioned for auditorium • Two class rooms have been constructed within the existing structure • Revathy of II M. Sc. Mathematics did her III semester at the University of Leicester, UK through Study Abroad Programme during the academic year 2014-2015. • 3 students have cleared phase 3 exams in the selection process for Study Abroad Programme for the academic year 2015-2016
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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 2 additional class rooms within the existing infrastructure
- Improvement of generator and audio facilities in the auditorium
- Publication of semester results on the college website on time
- Conduct of soft skills development programmes for students
- Conduct of off campus programmes (Distance Education) of Bharathidasan University
- Establishment of Virtual Laboratory
- Provision of additional WiFi connections
- Installation of solar panels for street lamps
- Installation of surveillance camera in the campus for safety of students and staff

Part – B
Criterion – 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	14	-	-	-
UG	22	-	-	-
PG Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	01	-	-	-
Others-M.Phil.	09	-	-	-
Total	65	-	-	-

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	45 (UG-22; PG-14; M.Phil. 09)
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.

Yes. The Board of Studies meeting was held on 26.09.2014 .The syllabi for the academic year 2015-2016 have been revised and updated. Then the revised syllabi have been approved in the Academic Council of the college on 25.10.2014

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

Criterion – II
Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
132	29	102	-	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 43 0 0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International Level	National Level	State Level
Attended Seminars/ Workshops	05	07	01
Presented papers	76	33	13
Resource Persons	02	00	17

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

- Continuous monitoring of student attendance.
- 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
- Organized Group discussions for effective teaching learning process
- Quiz programmes are organized for the students

2.7. Total No. of actual teaching days during this academic year 183

2.8. Examination/Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Syllabi for UG, PG and M. Phil. Courses are revised and the revised syllabi are being followed from the academic year 2015-2016.

Photocopies of the answer scripts are issued to the students from the current academic year on demand.

Double valuation is introduced to PG and M. Phil. Courses

Dummy numbering system is also introduced for PG and M. Phil. Courses

There is a change in question pattern. 10 Multiple Answer Questions are introduced in Part A for all the courses.

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

131

2.10 Average percentage of attendance of students

84.52

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. Tamil	37	-	04	28	-	86.46
B.A. English Shift-I & II	72	-	6	26	-	44.44
B. A. Economics TM & EM	80	-	13	11	-	30.00
BBA-Shift I & II	105	-	21	09	-	28.57
B. Com.	105	-	37	32	-	65.7
B. Sc. Maths-TM & EM	60	8	48	2	-	96.66
B. Sc. Statistics	16	1	5	2	-	50.00
B. Sc. Physics TM & EM	52	03	23	06	-	59.61
B. Sc. Chemistry	68	03	25	03	-	45.58
B. Sc. Zoology-TM & EM	55	01	20	-	-	38.18
B. Sc. Comp Sci Shift I & II	61	-	47	-	-	77.04
B. Sc. Biochemistry	17	2	10	1	-	76.47
M.A. Tamil	24	-	22	2	-	100
M.A. English	36	-	22	10	-	88.88
M. A. Economics	30	-	22	-	-	73.00
M. Com.	33	-	25	02	-	84.3
M. Sc. Maths Shift I & II	63	14	45	-	-	93.65
M. Sc. Statistics	18	5	12	-	-	94.44
M. Sc. Physics	29	05	23	-	-	96.55
M. Sc. Chemistry Shift I & II	46	03	34	-	-	80.43
M. Sc. Zoology Section A & B	36	3	29	-	-	88.89
M. Sc. Comp Science	39	-	39	-	-	100
M. Sc. Biochemistry	24	-	18	-	-	100

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

- Feedbacks on course content and teaching methodology were received periodically from the students. Then the feedbacks were analysed and areas which need

improvement were identified and then it was informed to staff members for necessary remediation.

- End semester results were analyzed and low scorers were given individual counselling and helped for improving their performance.
- Staff members were motivated to attend in-service training, refresher courses and orientation courses 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 conducted by nearby institutions.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	29
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	02
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	00
Others	03

2.14 Details of Administrative and Technical staff

Category	Number of			
	Permanent Employees	Vacant Positions	Permanent positions filled during the Year	Positions filled temporarily
Administrative Staff	48	30	00	12
Technical Staff	18	07	04	05

Criterion – III
Research, Consultancy and Extension

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

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	4	0	10
Outlay in Rs. Lakhs	17.26	44.66	0	165

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	8	1	0
Outlay in Rs. Lakhs	0.88	10.25	2.7	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	162	09	02
Non-Peer Review Journals	0	00	00
e-Journals	04	00	00
Conference proceedings	03	18	03

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 Years	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3	UGC	44.66	44.66
Minor Projects	2	-	2.7	2.7
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (<i>other than compulsory by the University</i>)	2	TANSICHE Malcolm Adiseshiah Trust	35000	35000
Any other(Specify)	--	--	--	--
Total	7	--	47.71	47.71

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	7	0	1	1
Sponsoring agencies	ICMR	UGC, MoES, CICT, CIIL, TNSCST	-	RGNIYD	UGC

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	3	0	0	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 State level
 National level International level

3.24 No. of Awards won in NCC:
 University level State level
 National level International level

3.25 No. of Extension Activities organized
 University Forum College Forum
 NCC NSS Any other

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

- CATC cum Group RDC team selection camp. 27.05.2014-05.06.2014. Jamal Mohamed College, Thiruchirapalli.

- NCC Cadets participated in the selection for the NCC level games and sports at Anna Stadium, Thiruchirapalli on 19 and 20, July, 2014.
- Seminar on Human Rights and Media Ethics was conducted on 25.07.2014 by the Department of Economics.
- NCC Cadets participated in the Independence Day held at Armed Reserved Ground by the District Administration on 15.08.2014.
- NCC Cadets participated intergroup NCC games and sports camp held at Thiruchirapalli.
- An awareness workshop on Right To information Act was organized by Training and Placement Cell on 05.09.2014
- Blood Donation Camp was organized on 12.09.2014 by Youth Red Cross Society and 50 students donated their blood in government medical college hospital.
- Mass Sampling Plantation Programme was organized by NSS on 09.10.2014 and 300 saplings were planted in the college campus.
- In Manjoipatti village a health awareness programme on Dengue and Ebloa virus was organized by the Department of Biochemistry on 08.10.2014.
- Basic Leadership Camp by TNP & AN Dte at Soklal Keda College of Arts and Science for Women, Madnankuppam, Chennai. 21-30.10.2014.
- Our NCC Cadets presented a Guard of Honour at the Group Commander's annual visit at 34(TN)INDEP COY NCC, Thanjavur. 10.01.2015
- NSS Volunteers and NSS Programme officers participated in the "Voters Day" awareness rally conducted by the Thanjavur District Administration on 25.01.2015.
- NCC Cadets participated in the Republic Day held at Armed Reserved Ground by the District Administration on 26.01.2015.
- Youth-led Development Outreach Programme for SC students (Seminar on Health and Healthy Lifestyle) was organized by the Department of Zoology in collaboration with Rajiv Gandhi National Institute Youth Development on 30.01.2015.
- Dengue Awareness Programme was conducted on 31.01.2015 in our college campus on 31.01.2015 by NSS Unit with District Health Department, Thanjavur.
- NSS volunteers participated Dengue Awareness programme conducted by the Thanjavur Corporation on 04.02.2015.
- The Department of Biochemistry conducted an antiplastic awareness campaign on 27.02.2015.
- Red Ribbon Club organized a blood donation awareness programme on 12.03.2015.

National

- Amarkantk Trekking Camp from 3005.2014-06.06.2014, conducted by Madhya-pradesh and Chattisgharh Directorate.
- National Integration Camp held at Haridwar conducted by Uttarkhand Dte from 07.06.2014-18.06.2014.
- Army attachment camp with HQ76INF BDE C/O56 APO Secunderabad. 01.09.2014-15.09.2014.
- Valley of Flash and Hemkund Saheb Trek-Doom Truck-2014. 04.09.2014-17.09.2014 at Dehradun.
- Army attachment camp held at Chennai, on 01.10.2014-15.10.2014.
- NIC held at AVC College, Mannampandal, Tamil Nadu, from 08.10.2014-19.10.2014.

Criterion – IV
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	2	-	64
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.	-	-	UGC	-
Value of the equipment purchased during the year (Rs. 1 Lakhs)	-	CCTV Copier Genset	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

- Details of applications received for various courses are computerized for preparing the merit list as per the norms for admission, to ensure transparency in admission and the merit list is uploaded in our college website.
- All departments are provided with computers with WLAN internet facility.
- Office of the Controller of Examinations is fully computerized.
- Students are issued computerized hall tickets with their photo for the semester examinations.
- Semester results are published on the college website within 30 days of the last examination.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	64167	1697505	646	144413	64813	1709107
Reference Books	164	11602	0	0	164	11602
e-Books	--	--	--	--	--	--
Journals	60	151332	30	43303	90	194635
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

4.4 Technology Up-gradation (overall)

	Total Computers	Computer in Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	168	52	11	Nil	Nil	8	13	84
Added	13	07	0	0	0	0	06	00
Total	181	59	11	-	-	8	19	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.
- For the benefit of Science students a Virtual Lab has been established.

4.6 Amount spent on maintenance in lakh:

i) ICT	0.13
ii) Campus Infrastructure and facilities	2.50
iii) Equipments	2.27
iv) Others	1193.78
Total :	1198.78

Criterion – V

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 staff coordinators of the departments and with students to ensure better utilization of services available for the students.
- Remedial classes for needy students are conducted every semester to ensure hundred percentage of results in 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 the applications for government general scholarships and other merit scholarships are done on time to enable early disbursal 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 functioning 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 their 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
2666	758	248	103	3775

(b) No. of students outside the state

(c) No. of international students

No	%	Men	No	%	Women
0	0		0	0	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
7	531	1	829	1	1368	06	548	06	882	3	1442

Demand ratio : 3.31 Dropout %: 3.77

5.4 Details of student support mechanism for coaching for competitive examinations

- Tamil Nadu Government funded remedial courses are conducted for the students belong to MBC and SC/ST who need extra coaching. 246 UG students have benefited.
- Students who aspire for study abroad programme are given training in communication in English by the Department of English. Out of 15 students trained for this programme 3 students have cleared 3rd stage of the selection process.

No. of student beneficiaries

5.5 No. of students qualified in these examinations

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

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	987	88	28

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	-	-
Financial support from government	3116	10250067
Financial support from other sources	74	29960
Number of students who received International/National recognitions	-	-

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 **Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

Vision:

To provide the youth with quality higher education, with values of nationalistic and moralistic spirit, in order to empower them to overcome social and economical backwardness and to equip them to meet the standards of academic knowledge and research at the national and international level.

Mission:

- To provide quality higher education to all with a special focus on educationally, economically and socially disadvantaged and under-privileged sections of the society.
- To provide quality higher education incorporating the latest developments in all spheres of knowledge in order to empower the students to cope with the changing needs and demands of professional excellence at all level.
- To impart knowledge with practical, ethical, social and moral approaches, in order to hone the competencies of the students for enhancing their employability.
- To provide the students a value based education to inculcate a sense of responsibility, righteousness, patriotism, and social awareness to make them responsible citizens of the country.
- To promote academic excellence and research aptitude among the students.

6.2 Does the Institution has a management Information System

- A two way interactive communication system is used to manage the administration of the college. All the information is communicated to the students, through circulars and notice boards. The same information is posted on the college website too.
- Communication regarding various extension activities is intimated to the students by the respective staff-in-charge and the same is displayed in notice boards.
- Communication to the staff members of all departments is sent through circulars.
- Requests 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.
- Examinations administered by the Office of the Controller of Examinations.

- Service records, salary and other benefits of all the teaching and non-teaching staff members are looked after by the college office.
- The principal is the head of administration and all different units of administration function as per the orders and instructions 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 meeting is conducted every year to review and update the syllabus if necessary. Addition or omission if any is implemented 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 courses, in-service training and Faculty Development programmes to keep themselves abreast of the latest development in the field of core subjects and education technology.
- Different approaches, methods, and techniques are used by the faculty 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.
- Doubts of the students are clarified 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 examinations are completed, the answer scripts are evaluated by external examiners and the results are published in the college website within a month of last examination.

6.3.4 Research and Development

- The College Research Committee (CRC) monitors the overall development in research in the campus. The CRC recommends the viable projects received from the faculty for funding and conducts various programmes related to quality research and publications.
- The Departmental research committee (DRC) monitors the development of the research activities of the scholars.
- Necessary information is provided to the scholars to undergo research training and efforts are made to avail the 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 and Virtual Laboratory.
- 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 for the college auditorium.

6.3.6 Human Resource Management

- An add-on course on solar cell testing sponsored by MHRD, NCPRE and IIT, Bombay is being conducted in the department of Physics. Fifty students are trained apart from their regular academics and made them certified solar cell testing technicians. It is expected that the course will give them employability.
- The teaching and the nonteaching staff members 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 teaching and the non-teaching members work together to process the scholar applications 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 non-teaching staff members and the Director of Collegiate Education appoints them for various positions.

6.3.8 Industry Interaction / Collaboration

- A member has been nominated from the industry to ensure the participation of the industry in the curriculum development.
- Students from Zoology, Chemistry, Biochemistry and Business Administration periodically visit the industries and institutes to develop their knowledge in practical aspects.
- A College Industry Interaction Cell was established in this academic year and the coordinator of the Cell participated in a Largest Industry Institute Interaction Event of India by ICTACT-Chennai on 17.02.2015.

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 and uploaded in the college website on the next day of last date of issue of applications. The entire process of admission is done as per the norms and regulations of Director of Collegiate Education, Chennai.
- Admission to M. Phil. course is done as per the guidelines given by Bharathidasan University, Thiruchiraplli. The merit list is prepared based on the marks obtained in the entrance 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 and Non-teaching

- Medical insurance scheme is being implemented by the government for the welfare of the staff and their family members.
- An employee's cooperative thrift society is functioning in the college. Members of the society can avail personal loans up to 6 lacs at low interest.
- Festival advance is being given once in a year for those who apply for and the staff can avail the same for their religious festival.
- Government loan schemes to purchase house and vehicles are available for all the staff members.

- The staff members are eligible to get accommodation in Tamil Nadu Housing Board at subsidised rent.

Students

- 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. Mi-nority students are also provided scholarships.
- All the day scholars are eligible to get free bus passes issued by the state government.
- Train passes on concessional rates are also issued for students who are from long distances.
- Three free hostels run by government welfare boards offer accommodation to SC/ST, BC/MBC male students who are in need of hostel accommodation.
- For female students a separate hostel is run by the government.
- Group Insurance Scheme is available for all the students.
- Free health check up and blood grouping are done every year.
- 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 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

- Career Awareness Seminar was organized by the Alumni Association for the UG/PG students on 05.03.2015.
- Alumni Association and College Management shoulder the responsibility of conducting the convocation every year.

6.12 Activities and support from the Parent – Teacher Association

- Parent Teacher Association contributes financial assistance for the appointment of temporary teaching faculty and office assistants in the place of vacant posts.
- PTA helps the college management in matters of student discipline and welfare.

6.13 Development programmes for support staff

- Necessary permission and encouragement is given to support the staff members to update themselves in administrative and technical oriented fields. These programmes are much useful to them to equip and to enhance their promotional opportunities.
- They are permitted to attend periodic in-service programmes provided by Government of Tamil Nadu to hone their skills.

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

- Saplings were planted through a mass sapling programme by NSS in the campus to make the campus green.
- Animal use in Zoology Practical Curricula is minimized and digital alternatives are also used. Students are encouraged to use Virtual Dissection through the facility provided through Virtual Lab of MHRD
- Five Solar Street Lamps were installed to minimize the use of electricity.

Criterion – VII 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.

- Attendance percentage is calculated by the Tutor and the same is displayed in the notice board every month to make the student to realize the importance of the attendance.
- Orientation programmes are being conducted for the students on environmental awareness, availing scholarships from government and other agencies, personality development and social responsibility.

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 on curriculum and development. They are provided with adequate guidance to apply for financial assistance.
- Final year PG students are encouraged to present their project work in National Seminars and Symposia. They are also advised to publish their research findings in peer reviewed journals.

7.3 Give Best Practices of the institution

Continuous Monitoring of Student Attendance

Student Attendance is consolidated every month by the tutor and displayed on the notice board. This helps the students to know their percentage of attendance every month and motivate them to attend the class without fail. This practice reduces the number of students who become ineligible due to lack of attendance.

7.4 Contribution to environmental awareness/protection

- Solar street lamps were installed as an green initiation to tap the solar energy
- Saplings were planted through a mass sapling programme by the NSS volunteers.
- NCC and NSS volunteers take the responsibility of maintaining a clean and green campus.
- Environmental Awareness slogans/posters are issued by the Zoology department
- A herbal garden was established by the department of Zoology

- The college is serving as a member of ‘Clean Thanjavur’ project
- Students and staff members are encouraged to keep the college campus “Plastic Free”

7.5 Whether environmental audit was conducted? Yes No

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:

- Improvement in research activities.
- Improved success rate of students in competitive examinations.
- Construction of a class room complex.
- Improvement in ICT application in teaching and learning
- Development in Communication Skills in English.

8. Plans of institution for next year

- To improve/facelift the infrastructure of the college
- To increase the number of research laboratories
- To create at least one smart class room in each department and increase the number of class rooms with smart boards
- To provide ICT (Information and Computer Technology) training to all teaching staff members and computer training to non-teaching staff members
- To increase the number of add on courses
- To motivate faculty members to publish research papers in indexed journals
- To give training to research scholars on research methodology.
- To conduct entrepreneurship training in collaboration with national skill development corporation.
- To take steps to publish peer review international journals in all the disciplines.

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**Academic Calendar
2014-2015**

Date	Particulars
18.06.2014	College Reopening for the academic year 2014-2015
02.09.2014- 05.09.2014	Internal Examinations
26.09.2014	Board of Studies Meeting
13.10.2014- 18.10.2014	Model Examinations
25.10.2014	Academic Council Meeting
31.10.2014	Odd Semester Last Working day
01.11.2014- 16.11.2014	Autonomous Examination for ODD semester
27.11.2014	Reopening for even semester
24.11.2014- 29.11.2014	Practical Examination for ODD semester
09.02.2015- 16.02.2015	Model Examination
23.02.2015- 26.02.2015	M. Phil. Examinations
28.02.2015	Annual Convocation
09.02.2015- 14.02.2015	Internal Examinations
16.03.2015- 28.03.2015	Practical Examinations
09.03.2015	Passing Board Meeting-M. Phil.
30.03.2015- 08.04.2015	Model Examinations
13.04.2015	Last Working day for the academic year 2014-2015
15.04.2015- 09.05.2015	Autonomous Examination for EVEN semester
08.06.2015	Passing Board Meeting of UG & PG Examination
08.06.2015	Publication of autonomous examination results