YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	RAJAH SERFOJI GOVERNMENT COLLEGE (AUTONOMOUS)
• Name of the Head of the institution	Dr.V.SENTHAMIL SELVI
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	0436226417
• Alternate phone No.	04362228102
• Mobile No. (Principal)	9443866278
• Registered e-mail ID (Principal)	tnjrsgc@yahoo.com
• Address	Rajah Serfoji Government College (Autonomous), Near New Bus Station, Thanjavur
• City/Town	Thanjavur
• State/UT	Tamilnadu
• Pin Code	613005
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	11/09/2004
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**UGC 2f and 12(B)**
• Name of the IQAC Co-ordinator/Director	**Dr.L.Rajesh**
• Phone No.	**04362228102**
• Mobile No:	**9786718777**
• IQAC e-mail ID	**iqac@rsgc.ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.rsgc.ac.in/Documents/AQAR/AQAR-19-20.pdf
4.Was the Academic Calendar prepared for that year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.rsgc.ac.in/Documents/Calendar/Academic_Calendar_2020_2021.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B++**	**80.30**	**2007**	**31/03/2007**	**30/03/2012**
Cycle 3	**A**	**3.17**	**2016**	**19/02/2016**	**18/02/2021**

6.Date of Establishment of IQAC	**24/07/2008**

7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
Rajah Serfoji Government college, Thanjavur-5	**DST FIST**	**Ministry of Science and Technology**	**01/04/2020**	**61.0**

8.Provide details regarding the composition of the IQAC:

• Upload the latest notification regarding the composition of the IQAC by the HEI	View File
9.No. of IQAC meetings held during the year	**4**
• Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?	**Yes**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded
10.Did IQAC receive funding from any funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

11.Significant contributions made by IQAC during the current year (maximum five bullets)

• Utilized online platform for teaching -learning process and collected the academic/ non academic data from the departments through online mode. Guidelines for webinars and teaching online classes were framed. Online Induction Programme was conducted for the fresher. • The faculty members were encouraged to contribute towards publication in web of science/ scopus/ UGC CARE listed journals. One day seminar titled Curriculum Development and Design was conducted on 16th December 2020 to all the faculty members of our college. IQAC-Research Methodology Programme was conducted to create awareness on Research ethics and publication. • The proposal was prepared and submitted to start new programmes like B.Sc., Physical Education and B.A., History. College website has been upgraded. • Corona test campaign was conducted in college campus and NCC & NSS students were involved in Vaccination camp conducted by Government of Tamil Nadu in and around Thanjavur. Awareness Programme on Swayam among the Postgraduate students was conducted. • A meeting to create awareness of Corona was conducted. College Campus Cleaning programme was conducted by Alumni association of our college. Covid prevention awareness campaign was conducted through youtube channel. Free mask to the students were distributed.

12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes
Utilizing online platform for teaching -learning process.	All the faculty members Utilized online platform for teaching -learning process using Google class room, Google meet, Zoom, e- resource portal of RSGC etc.
Collecting the academic/ non academic data from the departments through online mode.	The academic/ non academic data were collected from the departments through online mode.
Quality checking at various levels and implementation of quality enhancement protocols.	Internal and External Audit were conducted. Based the on the feedback, quality enhancement protocols have been implemented.
Framing guidelines for webinars and teaching online classes, also framed code of conduct for Students, Teachers and administrative staff.	Based on the Guidelines for webinars, number of webinars were conducted in the college.
Conducting Online Induction Programme for the fresher.	Even during the midst of COVID -19 Pandemic, the IQAC conducted online Induction programme for newly admitted UG students and PG students. Professors from various department addressed the fresher's and during various sessions the students were introduced about college, its teaching -learning process, infrastructure, basic amenities, etc.
To encourage the faculty members who contribute towards publication in web of science/ scopus/ UGC CARE	Faculty members have published papers in web of science/ scopus/ UGC CARE listed journals
Celebration of world Tourism day in Thanjavur	Number of students participated in the World Tourism Day E-contest and benefited.
Conducting one day seminar titled Curriculum Development and Design on 16th December 2020	All the faculty members of the college attended the programme and were equipped for future

to all the faculty members of our college.	blended mode of teaching and learning.
Preparation of proposal to start new programme B.Sc., Physical Education and B.A., History	The proposal were sent to the director of collegiate Education for the approval.
Formation of Research advisory committee and conducting Research scholars meeting on 14.12.2020.	The IQAC initiated steps to adopt the research Practices prescribed by the Bharathidasan university to foster a sound foundation of research culture that emphasizes integrity in the daily practice of every researcher. The guidelines was circulated among Research guides.
NIRF Ranking (2020) Analysis	Steps have been taken to improve the NIRF ranking.
Upgradation of college website	College website have been upgraded with new features.
Conduct of meeting of Various cells and initiation of various programme through online mode	Number of programmes like Quiz, webinar have been conducted through online mode.
Conducting corona test in college campus	Corona test were conducted in the campus. NCC and NSS students involved in the programme.
Awareness of Swayam Programme among the Postgraduate students	Awareness on Swayam Programme has been created among the Postgraduate students. Coordinator has been appointed for the above said purpose.
Augmentation of Academic Infrastructure like seminar Halls, Audio visual room etc.	A class room has been converted into an Audio visual room.
Conduct of meeting to create awareness of Corona Prevention Measures.	All the faculty members of the college attended the programme and got awareness on corona Prevention measures.
Involving students to conduct Covidshield Vaccination Camp at	NSS,NCC students involved in the conduct of Covidshield

Vallam in Govt. Elementary School in Thanjavur	Vaccination Camp at Vallam in Govt. Elementary School in Thanjavur
College Campus Cleaning	The campus cleaning programme was conducted in collaboration with Alumni association of Rajah Serfoji Government college.
IQAC-Research Methodology Programme	All the faculty members of the college teachers attended the programme and got benefitted.
Distribution of free mask to the students	Free mask were distributed to all the students of the college.
Review of student support programmes and Placement of students	Student support programme was reviewed. A coordinator has been appointed for the above said purpose.
AQAR submission	AQAR has been submitted the academic years 2018-19, 2019-20

13.Was the AQAR placed before the statutory body?	Yes

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Academic council	20/09/2021

14.Was the institutional data submitted to AISHE ?	No

- Year

Year	Date of Submission
Nil	Nil

Extended Profile

1.Programme

1.1 Number of programmes offered during the year:	55

2.Student

2.1 Total number of students during the year:	1479
2.2 Number of outgoing / final year students during the year:	1288
2.3 Number of students who appeared for the examinations conducted by the institution during the year:	1285

3.Academic

3.1 Number of courses in all programmes during the year:	1007
3.2 Number of full-time teachers during the year:	177
3.3 Number of sanctioned posts for the year:	191

4.Institution

4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	1068
4.2 Total number of Classrooms and Seminar halls	77
4.3 Total number of computers on campus for academic purposes	184
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	37.55

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

All the courses in the entire programme offered by Rajah Serfoji Government College are developed having relevance to local, national and global developmental needs. Every department of study which offers programmes has a Board of Studies (BoS) comprising the faculty and external subject experts who after deliberations approve the syllabus of the course. Every programme presents programme outcomes, programme specific outcomes, and carries course outcomes

of each course. Additionally, each course/subject of any programme carries course objective that unfolds the learning outcome for that course.

The local needs can be understood at two levels: 1) geographical, for example, city/town surrounding, and 2) language. Since Rajah Serfoji Government college is an autonomous college and offers its programmes in Tamil and English language, the first task to address was to develop the course/subject material of all the courses in Tamil and English, which has relevance to the local, the national and global developmental needs, and if the material is not developed, then the translation of the course/subject material has been done. Rajah Serfoji Government College has adopted both means to address this typical requirement, and offered curricula that are on par with any national or international university.

The Board of Studies of each department oversees the relevancy and requirements of any course in the programmes that the department offers. As BoS is conducted compulsorily once in three years, it revises courses if any needs revision considering the academic trends and market or industry requirements. Though minor revision is a continuous practice, major revision is done mostly after the completion of the duration of a programme. Rajah Serfoji Government college adopted Choice Based Credit System to all its programmes, hence major revisions had been carried out in all its programmes then; and the course objectives and outcomes are spelt out clearly thereafter. Furthermore, Rajah Serfoji Government College has been using feedback of students and teachers to upgrade its curricula. For research programmes, the courses are discussed usually in Departmental Research Committees (DRCs) and norms of the parent university is followed.

The programme outcomes for any level of programme carry components from contribution to the existing body of knowledge to the acquisition of general graduate skills;. For PG programmes, the programme outcomes generally are mastery of the subject knowledge, its application in relevant contexts, learning teaching skills, preparation for higher studies and so on, and for UG programmes, the programme outcomes can understand the course/subject concepts, learning effective communication skills both in English and Tamil, and preparation for higher studies. All the departments have their programme outcomes, programme specific outcomes, and course outcomes in place, and these are displayed in the web pages of Rajah Serfoji Government College .

File Description	Documents
Upload additional information, if any	[View File](#)
Link for additional information	https://www.rsgc.ac.in/Academics/Outcome.html

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

0

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	**No File Uploaded**
Details of syllabus revision during the year	**No File Uploaded**
Any additional information	**No File Uploaded**

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

0

File Description	Documents
Curriculum / Syllabus of such courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	**No File Uploaded**
MoUs with relevant organizations for these courses, if any	**No File Uploaded**
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

0

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	**No File Uploaded**
Any additional information	**No File Uploaded**
Institutional data in prescribed format (Data Template)	**No File Uploaded**

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

36

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	[View File](#)
Any additional information	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Rajah Serfoji Government college integrates Cross-cutting issues of the society like Moral Values, Human Values, Professional Ethics, Ethical Values Gender Equality, Environmental Awareness, which are inseparable part of our curriculum. Three days Induction programme related to values and ethics is an integral part of the curriculum of the first year. The compulsory course "Value Education" and "Environmental studies" for first year & "Soft Skill development", "Constitution of Inida" and "Gender Studies" for the final year are important part of Curriculum. Students will be able to understand the importance of ethics and values in their personal, social & professional life after studying these courses.

These subjects provide free environment for inculcating values and developing ethical competence among the students. It is in response to a long- felt and urgent need to integrate value education with decision making skills in their personal, social and professional life. College celebrates days of National and International importance as Republic day, Women's day, Independence Day, Teacher`s day, Human Right Day, International Yoga Day etc. These celebrations nurture the moral, ethical and social values in the students.

The college has Women Grievance Cell and Grievance Redressal Cell to provide counseling to students, promote gender equity among students and also deal with related issues of safety and security of female students, staff and faculty. The college campus is secured with CCTV and high level security. There is separate girls' common room for providing the safe environment to all the girls' students.

The course "Environmental studies" related to ecosystem, its balance & sustainability is an integral part of the curriculum of the first year. Awareness about Environment is necessary for the protection of the environment and survival of human life. The basic aim of this subject is to make the students aware about the importance of ecosystem to human life. The college organizes workshop/ seminars on Environment & Ecology to make students aware about efficient use of natural resources.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	No File Uploaded

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

3

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	No File Uploaded
Any additional information	No File Uploaded

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

88

File Description	Documents
List of students enrolled	View File
Any additional information	No File Uploaded

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

368

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://www.rsgc.ac.in/Documents/Forms/Reports/year%202020-21.pdf
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	https://www.rsgc.ac.in/Documents/Forms/Reports/year%202020-21.pdf
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

1453

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File]()

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

1068

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File]()

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The assessment of the learning levels of the students is done by the teachers in the classrooms during lecturers and through conducting class tests, assignments, tutorials, etc., on the basis of which slow and advanced learners are identified. Specific teaching-learning methodologies oriented to the needs of such students are then discussed and implemented. Measures are taken accordingly to address the needs of students with different levels of competence. An integrated approach is followed in the classes by our faculty. Traditional teaching methods are aided by new age technological methods to make learning more engaging and relatable.

Steps taken for advanced learners:

*Provided advanced study material (Books, Journals).

*Provided hands-on training in using latest apparatus and techniques in laboratories in various programmes

*Semester toppers and university rank holders are felicitated on the Annual Day.

*Motivated to set high goals for themselves and counselled to prepare for entrance and competitive examinations

Steps taken for slow learners:

*Efforts are made to identify the cause of their problem and appropriate solutions are worked out.

*Teachers coordinate with parents of slow learners so that their needs can be catered to.

*Mentor-mentee interaction keeps faculty in constant touch with students, irons out academic and personal issues, stimulates overall personality development.

*Tutorials and remedial classes are organised, the purpose of which is to give special coaching in areas where they need support.

* Additional reading material and books in simple form is made available to increase their understanding of the subject. E-links are also suggested to the students to help them gain an in-depth knowledge of the subject.

*Billingual explantations and discussions are done in the class with the aim of reaching out to the slow learners so that they can be brought at par with the rest of the class.

*Personal, academic and career-related counselling is given from time to time.

*Home assignments are given and evaluated on a regular basis.

*Additional tests are conducted outside the curriculum to assess the learning ability of students.

*Peer learning is encouraged through group discussions and presentations. This aids in building a culture of team work and helps to develop leadership as well as interpersonal skills.

Advanced Learners:

* During lecturers, tutorials, class tests, assignments and interaction outside the class, the teachers are able to assess the calibre of the students and identify the advanced learners.

* Departments through a combination of academic and co-curricular

activitiesencourage the advanced learners to optimize their potential. Such students are encouraged to participate in inter-college competitions.

* The faculty helps the students to get relevant research projects and publish papers in the field of their choice.

* They are suggested advanced readings in the relevant topics to enhance their understanding of the subject to enable them to pursue research in future.

* They are encouraged to help and provide support to the weaker students by engaging in group discussions and presentations.

* They are given an opportunity for micro teaching in the class as well as making individual presentations.

* They are involved in special projects like book and movie reviews, analysis of current issues of relevance to their subjects.

* The college library provides the Inflibnet facility and other e-resources to help the advanced learners to broaden their horizons.

* Students who are advanced learners are encouraged to upgrade their knowledge and skills through add-on courses provided by the college along with special lectures organized by expert resource persons.

* Students are given recognition for their achievements at various fourms in terms of cash awards, medals, appreciation certificates and scholarships. They are also motivated to secure rank and distinction in University examination.

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

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
01/06/2020	4145	178

File Description	Documents
Upload any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

The assessment of the learning levels of the students is done by the teachers in the classrooms during lecturers and through conducting class tests, assignments, tutorials, etc., on the basis of which slow and advanced learners are identified. Specific teaching-learning methodologies oriented to the needs of such students are then discussed and implemented. Measures are taken accordingly to address the needs of students with different levels of competence. An integrated approach is followed in the classes by our faculty. Traditional teaching methods are aided by new age technological methods to make learning more engaging and relatable.

Steps taken for advanced learners:

*Provided advanced study material (Books, Journals).

*Provided hands-on training in using latest apparatus and techniques in laboratories in various programmes

*Semester toppers and university rank holders are felicitated on the Annual Day.

*Motivated to set high goals for themselves and counselled to prepare for entrance and competitive examinations

Steps taken for slow learners:

*Efforts are made to identify the cause of their problem and appropriate solutions are worked out.

*Teachers coordinate with parents of slow learners so that their needs can be catered to.

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is to give special coaching in areas where they need support.

* Additional reading material and books in simple form is made available to increase their understanding of the subject. E-links are also suggested to the students to help them gain an in-depth knowledge of the subject.

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*Home assignments are given and evaluated on a regular basis.

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* Departments through a combination of academic and co-curricular activitiesencourage the advanced learners to optimize their potential. Such students are encouraged to participate in inter-college competitions.

* The faculty helps the students to get relevant research projects and publish papers in the field of their choice.

* They are suggested advanced readings in the relevant topics to enhance their understanding of the subject to enable them to pursue research in future.

* They are encouraged to help and provide support to the weaker students by engaging in group discussions and presentations.

* They are given an opportunity for micro teaching in the class as well as making individual presentations.

* They are involved in special projects like book and movie reviews, analysis of current issues of relevance to their subjects.

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* Students are given recognition for their achievements at various fourms in terms of cash awards, medals, appreciation certificates and scholarships. They are also motivated to secure rank and distinction in University examination.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional Information	https://www.rsgc.ac.in/Academics/Aspects.html

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

The college follows ICT enabled teaching in addition to the traditional classroom education. Subsequent efforts are taken by the institute to provide e-learning atmosphere in the classroom:

In addition to chalk and talk method of teaching, the faculty members are using the IT enabled learning tools such as PPT, Video clippings , Audio system, online sources, to expose the students for advanced knowledge and practical learning. Most of the faculty use interactive methods for teaching. The major emphasis is on classroom interaction in terms of research paper presentations, seminars, debates, group discussions, assignments, quiz/tests/viva and laboratory work.

Rajah Serfoji Government college, being an autonomous college, encourages intensive use of ICT enabled tools including online resources for effective teaching and learning process. All the 178 teachers are using ICT tools and resources available on its campuses; They used LCD Projectors, Audio Visual Room, Language lab, Captain Murugaian Hall etc. A separate e-resources portal has been created and it is used by the teachers and student. Multimedia Projectors, Public address system, Document camera,Computers,

Desktops, Laptop, Wifi , LAN connected system are also used by the faculty.

There are 5 ICT enabled classroom in the campus. The laboratories, Seminar Halls, Auditorium, are well equipped with ICT facilities E-Learning portal helps the teachers in developing e-content indifferent subjects. Around 75% staff are using ICT techniques in the college. E-learning portal was developed to meet the learning demands of the students. General ICT Tools are Using by Rajah Serfoji Government college faculties are:Desktop and laptops,Projector, Digital cameras, Printer, Photocopier, tablets, Pen Drive, Ipads, Scanners, Microphones, interactive white board, DVDs and CDs, Flash discs.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://elearning.iskooler.com/
Upload any additional information	No File Uploaded

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

178

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	No File Uploaded

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

The institution prepares the academic calendar every year in advance. The coverage of academic calendar covers the list of examination dates, holidays, vacation dates, festivals, etc. Academic calendar provides the total effective working days available in a given semester. Then coordinator in coordination with the controller of examination prepares the time table by correlating the working days available and coverage of curriculum of the subjects. Thus the academic calendar monitors the effective delivery

of the program with academic inputs.

The concern faculties prepare teaching plan for their respective subjects. They are distributed among class room teaching, case studies, role play, workshops and lab session as per the subject requirements. These plans are made in advance and serve as guide for conducting sessions. The HODs check the progress of each course and ensures timely and effective completion of course in the specified time frame with perfect blend of practical and Theoretical inputs.

The academic calendar of Rajah Serfoji Government College consists the dates submission PG projects, M.Phil., dissertation, M.Phil., Viva, declaration of results, issue of mark sheets, commencement of PG admission, submission of mid semester marks, end semester marks to the controller of examination. The academic calendar also includes the dates of commencement of online classes as well First year UG & PG classes.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full-time teachers against sanctioned posts during the year

178

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

106

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	**No File Uploaded**

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

178

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	**No File Uploaded**

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	**No File Uploaded**

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

Nil

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	**No File Uploaded**
Upload any additional information	**No File Uploaded**

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

1. This institute follows semester system for both UG, PG and M.Phil. Programs and the performance of a student in each semester shall be evaluated subject wise with a maximum of 75 marks for theory and maximum of 60 marks for the practical subjects.
2. For UG Student has to earn 140 credits and PG Students has to earn 90 credits to satisfy the minimum academic requirement to obtain the degree, Marks obtained in all the credits are considered for the calculation of CGPA.
3. Passing Minimum of Continuous Internal Assessment and Written Examinations, For UG Passing Minimum is 40%. For PG and M.Phil. Passing Minimum is 50% .
4. Continuous Internal Assessment is done through conducting various tests from time to time.
5. Mid Semester and Model Examinations are conducted for each paper of the subject in each semester for UG, PG and M.Phil. programs.
6. Two Assignments conducted for each paper for the subject in each semester for UG, PG and M.Phil. Program.
7. Seminar conducted for each paper for the subject in each semester for PG and M.Phil Program.
8. Attendance is compulsory for UG Students. Attendance Marks is given based on percentage of attendance.

Attendance Percentage	Attendance Mark
50.0 to 59.9	1.
60.0 to 74.9	1.
75.0 to 79.9	1.
80.0 to 89.9	1.
90.0 to 100.0	1.

1. CIA Components and Marks Distributions

S.NO	PARTICULARS	from 2021				
		UG THEORY	UG PRACTICAL	PG THEORY	PG PRACTICAL	M
1	ASSIGNMENT	5	–	5	–	5
2	Mid Sem	7.5		7.5	–	7
3	Model Exam	7.5		7.5		7
4	ATTENDANCE	Max:5	–	–	–	

50.0% to 59.9 - 1 Mark
60.0 to 74.9 - 2 Marks

```
        75.0 to 79.9 - 3 Marks
        80.0% to 89.9% - 4 Marks
        90.0% to 100 % - 5 Marks
```

5	SEMINAR	-	-	5	-	5
6	OBSERVATION NOTE BOOK	-	10	-	10	
7	RECORD NOTE BOOK	-	5	-	5	
8	PRACTICAL MODEL EXAM	-	25	-	25	
9	Viva voce	-	-	-	-	
	Total	25	40	25	40	2

Passing Minimum for Internal Assessment

UG Theory 40% - 10 and UG Practical 40% - 16

PG Theory 50% - 12 and PG Practical 50% - 20

M.Phil Theory 50% - 12

1. There is separate Web portal for COE office. Web portal address www.rsgccoe.com. In that portal students can view her/him results pervious semesters and current semester of Mid semester marks, Model semester marks, Assignment Marks and Seminar Marks.
2. Mid Examinations and Model Examinations and Assignment marks uploaded in our COE website.
3. Introduce an Extra Credit Paper for advanced learners (i.e. UG and PG Students) in the Final Year.

Process Integrating IT

- Examination Management System (EMS) services are available to integrate all the activities in the examination branch.
- EMS using Dot.Net as Front End and SQL Express 2008 as Back End.
- This EMS software using Client Server Technologies.
- The Pre and Post examination activities are integrated, starting with examination notifications.
- In the EMS, create Subject Name, Subject Code and Subject Title.
- In the EMS, create Student Name, Reg. No, Course and Community.
- Using EMS Automation semester Application Generation.
- Payment gateway is also available for the payment of various fees online by the students to make the registrations online for various services.
- Using EMS, Prepare a Name Galley and Number Galley.
- Prepare exam time table using EMS.
- The EMS is enabling the student to download the hall tickets

and results online.

- Complete automation of examination process help in the successful execution of examination process such as monitoring of examination fee payment, examination schedule, coding and decoding of scripts, mark data entry, preparation of programme wise results.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	https://rsgccoe.com/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

The College has clearly stated learning outcomes of the Programs and Courses offering in the College and the following mechanism is followed to communicate the learning outcomes to the teachers and students. Hard Copy of syllabi and Learning Outcomes are available in the college/departments for ready reference to the teachers and students and it is displayed in the college website. Learning Outcomes of the Programs and Courses are highlighted and made aware to the students in the induction programme at the beginning of the semester. The importance of the learning outcomes has been discussed and communicated to theteachers in staff meeting and IQAC meeting.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	No File Uploaded
Link for additional Information	https://www.rsgc.ac.in/Academics/Outcome.html

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

We are offering Under Graduate, Post Graduate and Research programs and courses under the Faculty of Arts, Commerce and Science. For

these programs and courses, the college follows the curriculum designed by the board of studies. The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the college and the same are communicated to the students in the formal way of the discussion in the classroom and departmental notice board.

After measuring attainment of POs , PSOs and COs, it has been observed that the strength of the students as well as passing percentage of the students is increasing progressively. Besides, students' progression to the higher studies that is from Under Graduate to Post Graduate seems to be increasing consistently and rapidly in the last five years. In a similar way, the ratio of students' placement is also increasing. We took utmost care of measuring the level of attainment of POs, PSOs and COs and followed formal as well as informal mechanism for the measurement of attainment of the outcomes. Even we took feedback from all the stakeholders in this respect and try to take necessary steps accordingly.

Subsequently, the College took care of the attainment to measure thePOs, PSOs and COs

and implemented the mechanism as follows:-

? The College follows the Academic Calendar.

? All the subject teachers prepared Semester-Wise evaluation Reports.

? Internal examination committee analyzed evaluation reports of results.

? College considered Feedback from the Stakeholders for the attainment of PO, PSO and

CO.

? Placement committee took the review of the Students' Progression to Higher Studies and

their Placement.

The Program outcomes of Bachelor of Arts are as follows:

PO1: Students are introduced to community engagement and global understanding

PO2: Critical and creative thinking of the students have been developed.

PO3: Students developed their Communication skills.

PO4: Ethical values are inculcated among the students.

The Program outcomes of Bachelor of Commerce are as follows:

PO1: Students received knowledge of the application of basic skills necessary for analysis of programs in Economics, Accounting, Marketing, Management and Finance.

PO2: Understanding of the students is improved of national economic and business scenario.

PO3: Students developed their entrepreneurship and contributed in the successful operation of a business.

The Program outcomes of Bachelor of Science are as follows:

PO1: The students understood the fundamentals of science education.

PO2: The students' knowledge in all basic sciences is enriched.

PO3: Interdisciplinary approach amongst students has been developed.

PO4: Sense of scientific responsibilities, social and environment awareness have been inculcated among the students.

PO5: Students built-up a progressive and successful career in academics and industry.

PO6: Students are motivated to contribute in the development of Nation and community.

Attainments of CO's are calculated by using examination results. Attainment levels are finalized at college level and conveyed to IQAC through Internal Examination Committee.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://www.rsgc.ac.in/Academics/Outcome.html

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

1285

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	[View File](#)
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

https://www.rsgc.ac.in/Documents/Forms/Reports/year%202020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Reputation of any Higher Education institution depends vastly on the 'intellectual scholarship & research productivity', 'creativity calibre & innovation outcome', and 'venture creation & entrepreneurship promotion'. These domains of conventional, compulsive and contemporary pursuits of the college can best happen, grow and fructify with / through an appropriate forward looking Research Promotion Policy. The success of a college in attaining its objectives is greatly contingent upon the alignment of faculty

members and the relevant stakeholders with all the above domains and related pursuits of research initiatives, being undertaken. Rajah Serfoji Government college wholly follows the research promotion policy of the parent university. Research committee has been constituted at the college level and it monitors the reseach activities of the college. It helps the reseachers and reseach advisors for the reseach developmental activies.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	[View File](#)
Provide URL of policy document on promotion of research uploaded on the website	https://www.rsgc.ac.in/index.html#
Any additional information	[View File](#)

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

Nil

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	No File Uploaded
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

6

File Description	Documents
e-copies of the award letters of the teachers	View File
List of teachers and details of their international fellowship(s)	View File
Any additional information	**No File Uploaded**

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

Nil

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	**No File Uploaded**
List of projects and grant details	**No File Uploaded**
Any additional information	**No File Uploaded**

3.2.2 - Number of teachers having research projects during the year

2

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.rsgc.ac.in/Documents/Notification/Research/Research%20Project%202021.pdf
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

76

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

2

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	https://www.rsgc.ac.in/Documents/Notification/Research/Research%20Project%202021.pdf
Any additional information	No File Uploaded

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Rajah Serfoji Government college provides a conducive environment for promotion of Innovation and Incubation. All required facilities are provided and Guidance is extended to the students. Students are encouraged to actively involve in the application of Technology for societal needs. Necessary support is provided for Documentation, Publication of Research Papers and also for obtaining patents. Awareness meets, workshops, seminars and guest lectures on Entrepreneurship are organized. Students are provided opportunities to directly interact with outstanding entrepreneurs excelling in their field. Product service Training is provided for creating awareness on marketing the products. College has recognized Research Centers in the departments and this would be an added advantage to the students to develop their skills.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.rsgc.ac.in/About/Innovative.html

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	**No File Uploaded**

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

A. All of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

31

File Description	Documents
URL to the research page on HEI website	https://www.rsgc.ac.in/index.html#
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	**No File Uploaded**

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

84

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

31

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.rsgc.ac.in/Documents/AboutUs/Book_List.pdf

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

14

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	View File

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

250

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	[View File]
Any additional information	**No File Uploaded**

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

Nil

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	**No File Uploaded**
List of consultants and revenue generated by them	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

Nil

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	**No File Uploaded**
List of training programmes, teachers and staff trained for undertaking consultancy	**No File Uploaded**
List of facilities and staff available for undertaking consultancy	**No File Uploaded**
Any additional information	**No File Uploaded**

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

All the extension activities have given the participants exposure to cases of unjust deprivation and have created strong motivation for alleviation of this injustice. Apart from this the significance of clean surrounding, hygiene, sanitation in the neighbourhood, garbage disposal, and sensitizing the community at large to these vital issues. All these initiatives have gone a long way in holistic development personality of the participants of these programmes. Following activities were conducted by NSS, NCC, YRC etc for sensitizing students to social issues. Blood donation camp strengthens the sense of empathy and compassion among donors and also instils in them a sense of commitment and ethical responsibility. Programmes on women empowerment creates awareness among girl students of their condition and their rights, and among boys a sensitivity towards problems of women, leading to lessening of gender bias and patriarchal prejudices. All this leads to informed, balanced and responsible citizenship. The activities listed below are indicators of the manner in which multiple issues of social , political and economic significance are discussed and dealt with in order to create sensitivity and understanding among students and contribute to balanced development of their personality, so that committed and ethically informed citizenship is created.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.rsgc.ac.in/Cells/NSS.html

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

1

File Description	Documents
Number of awards for extension activities in during the year	[View File](#)
e-copy of the award letters	[View File](#)
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through

NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

29

File Description	Documents
Reports of the events organized	View File
Any additional information	View File

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

1508

File Description	Documents
Reports of the events	View File
Any additional information	No File Uploaded

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

Nil

File Description	Documents
Copies of documents highlighting collaboration	No File Uploaded
Any additional information	No File Uploaded

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

1

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	[View File](#)
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	[View File](#)
Any additional information	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The campus is located in 44 acres of land including 64 class rooms,24 laboratories and 3 seminar halls. In order to implement the plans and achieve desired goal, the Institute has created adequate infrastructure in terms computer labs, library, language lab, faculty rooms and class rooms Seminar Halls with Audio Visual Facility. The whole campus has Internet facility with dedicated lease line. The campus has well equipped playground, Hostel and mess. Institute has facilities like Xerox, Stationary store, Post office inside the campus. Institute is maintaining conducive environment for the students to achieve their dreams. Canteen and Auditorium are also available. Institute has well equipped seminar Hall with A/C and LCD, Internet facility and Audio-Video room. Institute has 2 advanced & well-equipped computer labs with latest configuration. Library is a heart of any institute. The library is very spacious and well-furnished to create a pleasant environment for the students. It plays vital role in enhancing the user's knowledge. Library is segmented into Reference Section, Journal Section, Reading Hall and Digital library, etc. The library has collection of Textbooks, Reference, General and Rare-books etc. The library has collection of 64804 Text Books, 2231 reference books, 15 Journals in total.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.rsgc.ac.in/About/Infrastructure.html

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

Rajah Serfoji Government College has one of the biggest sports-grounds in the Bharathidasan University. The athletic culture in the college instills health competition, sportsmanship and teamwork among students. Intensive training is imparted under expert guidance and numerous sports activities are organized every semester. On the Annual Sports Day, various tournaments and competitions are held for students and faculty. Each year, students of Rajah Serfoji Government College achieve notable distinctions and many are selected for national and state level tournaments. The college offers the following sports facilities.

- **One Cricket field of radius 60m and four cricket nets (turf and cemented); one football field (100x50m), one basket ball court (28x15m), one volleyball court (18x9m) and tennis court (23.8x11m), an indoor space for table tennis and chess, 400m grass athletic track, and basic gym equipment. On an average 250 students use the sports facilities every day. The total area of the sports ground measures 8.5 acres.**

- **Standard quality and safe sports equipment are provided to prevent sports related injuries.**

- **Speed endurance resistance strength training equipment and facilities are available for students.**

- **Facilities like changing rooms, lockers, drinking water, medical/first aid, playing equipment/stock storage, for college team members.**

File Description	Documents
Geotagged pictures	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

5

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

37.55

File Description	Documents
Upload audited utilization statements	**No File Uploaded**
Details of Expenditure, excluding salary, during the years	View File
Any additional information	**No File Uploaded**

4.2 - Library as a Learning Resource

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

The conventional methods and procedures adopted in the library management system were found to be inadequate to meet the demand and requirements of the students and the research scholars. So it was decided by the college management to digitize the library management services in order to enhance the efficiency and accuracy of the delivery of services.

1. The practice

- **The link to the LMS application is provided in the college web portal rsgc.ac.in. all the users are provided with user ids sign up.**
- **Users can log in to the library portal with their login credentials.**
- **Users can search for books and journals using key words in their electronic devices. Lending and returning/renewing are carried out in the General and Department libraries.**
- **All users are provided with barcodes of their user ids. Barcode representing accession numbers are affixed in the books.**
- **The barcodes of the users and the books are scanned using**

scanners during library transactions.

- **Usage reports are periodically generated or whenever there is a need for it.**
- **Management of library stock is made easy and simple.**

Other important programmes are: -

- **There is a marked rise in the demand for books by the users.**
- **Locating and accessing books become simple and easy.**
- **There is an increase in the number of students / who visit the library to enquire about books.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.rsgc.ac.in/Academics/Library.html

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

C. Any 2 of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	[View File](#)
Upload any additional information	**No File Uploaded**

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

148934

File Description	Documents
Audited statements of accounts	**No File Uploaded**
Any additional information	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

46

File Description	Documents
Upload details of library usage by teachers and students	[View File](#)
Any additional information	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

Rajah serfoji Government college, Thanjavur has clear policy regarding Information Technology ,The college has been always in the forefront adopting technologies and providing IT enabled service to all its stakeholders .The policy provides the use of IT infrastructure and also lays down Vision and Mission of the college in making all its task IT enabled ,it also outlines a mechanism for establishing and maintaining the IT infrastructure at RSGC campus. RSGC has appropriate budgetary provision for expansion and updating its IT facilities including wifi.

Hardware infrastructure:

? Computers (184 no's)

? Data Centre

? Storage

? Projectors(19 no's)

? Printers

? Firewall Security System, internet applications

The college has campus network and Wi-Fi facility. BSNL Fiber optic cables are available for faster and efficient connectivity. Old and outdated computers are upgraded periodically. They are either replaced or enhanced with respect to configuration. Additional computing facilities are added based on the need arising out of requirements of students, research scholars and faculty.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.rsgc.ac.in/Cells/CyberClub.html

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
1398	**154**

File Description	Documents
Upload any additional information	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. ?50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	**No File Uploaded**

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

D. Any one of the above

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://elearning.iskooler.com/
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

37.55

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	No File Uploaded

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

Computers: The computers are maintained using funds granted by UGC's general development assistance and funds generated from parent's teachers association. Its use is restricted to the college teachers, staff and students for all academic and examination related works. The college for proper maintenance of the computers has signed an annual maintenance contract.

Classrooms: Classrooms are checked bi-annually by the members of the building committee and wherever repair and restoration work is required for electrical equipment and furniture are carried out during the summer and winter breaks.: classrooms are allotted for the use of students and teachers as per the college routine and student enrolment.

Laboratory: The College applies for equipment grant to UCG / RUSA following the guidelines laid down in this respect. As and when grants are sanctioned it is utilised by the college, inspected by the college committee first and then designated bodies and finally the utilisation submit certificates by the college to UGC/ RUSA. Laboratory equipment is maintained by the respective departments and staff concerned and as and when repair and replacement is required

the concerned departments place their requirements to the academic council which sanctions the same and the college authorities do the needful. Students who have a practical component in their chosen courses and teachers allotted practical classes and bearers allotted are allowed to access and use of laboratories.

Library:
Library books are weeded annually and damaged books are either salvaged by re-binding them and discarded if beyond repair and replaced with new copies if necessary. New books are added every year as per requirement and availability of grants from UGC, the state government and from Library fee collected from students at the time of admission. Books that are damaged or lost by borrowers have to be replaced at the borrowers own cost. Teachers ,staff and students are provided library cards against which books are issued; while teachers are allowed four books for a month students are provided 2 books for fifteen days and can be renewed again. The librarysubscribes to journals and newspapers which are made available in the library reading rooms.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.rsgc.ac.in/Documents/Procedure_Policies.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

3885

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	No File Uploaded

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

Nil

File Description	Documents
Upload any additional information	**No File Uploaded**
Institutional data in prescribed format	**No File Uploaded**

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

D. Any 1 of the above

File Description	Documents
Link to Institutional website	https://www.rsgc.ac.in/
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

Nil

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely

A. All of the above

redressal of grievances through appropriate committees

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**
Upload any additional information	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

28

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

247

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	**No File Uploaded**

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

0

File Description	Documents
Upload supporting data for students/alumni	[View File](#)
Any additional information	[View File](#)

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

3

File Description	Documents
e-copies of award letters and certificates	[View File](#)
Any additional information	No File Uploaded

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

Students with academic competencies are nominated as Class representatives and Students representative are nominated for Cultural, Sports, N.S.S, N.C.C etc. This is the form of the composition of the Student Council. Student Volunteers disseminate information from College administration and other committees to all students. They assist the teachers in planning, organizing and executing various student oriented activities. They act as mediators between students and teachers to share, discuss and Solve their problems, if any and have free access to the Principal. Students actively participate in cultural activities by promoting our customs and traditions. They take initiative in organizing events as varied and diverse as Pongal celebration, women's day celebration etc. Students also take active part in conducting Days like Traditional Day, Teacher's Day, Farewell functions and also take the responsibility of maintaining discipline on the Campus. N.S. S is one of the active units in our college that enhances the social and interpersonal skills of the students. Students are involved in planning and executing the year long activities of N.S. S including the field work. Students also show lot of enthusiastic support in innovative practices and best practices of the college, that include participation in activities related to gender consciousness, gender equity, our college also takes pride in engaging the students

in value- added courses that help in creating a socially, ethically responsible citizen. They also work as conscious citizens by promoting environmental awareness through preparation of projects and environment related activities. Students avail of the opportunity of developing the soft skills that enhance their employabilityand make them more confident and presentable. All these practices show the active engagement of our students in all the activities that can lead them to over all personality development and enhance their communicative and professional skills. On various committees of the college, the representation has been given to the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

5.3.3 - Number of sports and cultural events / competitions organised by the institution

3

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

Rajah Serfoji Government college was established with the motive to serve the society. From the very day of incorporation, the college has been trying to provide maximum facilities and welfare to its students. Hence, the alumni have been attached with the college with heart and soul. At present, in the college, the third generation is being taught which shows that lakhs of students at Graduate, Post Graduate and Doctoral level have passed out from this esteemed institution. As a result, although all the students may not directly contribute to the college's development, but the ex-students are associated in bulk with the college and are always eager and committed for its development. It is because of the mouth publicity

and the alumni acting as ambassadors, that the college does not need any media advertisement for admission like other colleges in its locality do. Therefore we save 2-3 lakh per annum.There are innumerous alumni who are directly or indirectly contributing to the development of the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

5.4.2 - Alumni's financial contribution during the year   D. 2 Lakhs - 5 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Vision
1. To emerge as an Institute of Excellence in higher education.
2. To enrich, explore, enhance, experiment and excel in the higher education of our students and create opportunities to succeed.
3. To transform the lives of our students by creating and sharing knowledge to meet the global challenges.
4. To provide value-based education which would develop the younger generation to understand the finer aspects of life.
5. To act as a catalyst for positive change in the society.

Mission
Our mission is to educate the youth to achieve the following statements:
1. To infuse discipline as a value among students.
2. To create a creative atmosphere to the students to think out of the box and make their learning effective.
3. To encourage every student's ability to grow in his/her field of capability.
4. To develop employable skills among students
5. To promote academic excellences and encourage research activities

and innovations among our students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	**Nil**

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

Rajah Serfoji Government college has a mechanism of providing operational autonomy at various levels to ensure decentralized governance. The Principal in consultation with the Teachers' Council nominates different committees for planning and implementation of different academic, student administration and related policies. Faculty members are given representation in various committees/cells/units. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. Following are the different subcommittees nominated by the Teachers' Council (2019-20):

- **College Prospectus**

- **UG Admission Committee**

- **College IT Committee**

- **Library Development Committee**

- **UGC DST Project Monitoring Unit**

- **AISHE NIRF Data compilation Cell**

- **Discipline monitoring committee**

- **Fine Arts Committee**

- **Sports Committee**

- **Women's cell**

- **Canteen Monitoring Committee**

- **RUSA-Project Monitoring Unit**

- **Anti Ragging Committee**

- **Career Counselling and Placement Cell**

- **Grievance Redressal Cell (Samadhan)**

- **Income Tax (IT) Related Committee**

Suggestions of non-teaching staff are considered while framing policies or taking important decisions. The institution promotes the culture of participative management at the strategic level, functional level and operational level. The Principal, governing body, Teachers council and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, discipline, grievance, support services, finance etc. Faculty members share knowledge among themselves, students and staff members while working for a committee. The Principal interacts with government and external agencies faculty members maintain interactions with the concerned departments of the affiliating university. Students and office staff join hands with the Principal and faculty for the execution of different academic, administrative, extension related, co- and extracurricular activities.

File Description	Documents
Upload strategic plan and deployment documents on the website	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for additional Information	https://www.rsgc.ac.in/Documents/AboutUs/Strategic%20Planning.pdf

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

- **Digital Library**

In tune with the state of the art advancements in computer assisted

language learning in higher education, themanagementtook an effective step to establish a digital library . The said digital library was established in the campus in the year-----. It was fully functional from the time it was made available to the students.

- It gives free access to more than 1,00,000 lakh books for both Ph.D.,/M.Phil research scholars as well as for the post graduates. As it is a member of INFLIBNET (Information and Library network of UGC), It provides a free access to peer reviewed / Scopus /indexed journals to all the research scholars of the institution for the optimum utilization of journals in the research context. For this purpose the management has given user ids and passwords to all the research scholars of the institution.

- It is open for all the working days. It is also accessible during vocation. Besides, a support group of students are given responsibility to assist the new learners who visit the library. Students are given access to free down loading (i.e. the necessary pages from the list of journals)

- Virtual Lab

In tune with the growing advancements in e- learning, the virtual lab was established in the campus for all the science students of this institution. The primary aim was to assist the academically under-privileged and rural learners of the institution who join as research scholars in the science Departments. The very purpose was to facilitate the research scholars to do economical and cost effective research projects. Before doing the real research projects, the scholars have the advantage of doing the very same project in the virtual lab as a preview experiment or a model experiment. In fact, they could save the amount/cost required to purchase the amount of materials or equipment which may possibly be wasted in the real experiment, especially when it is done for the first time by the research scholars. Thus the virtual lab serves as a good platform for almost all the scholars who can't afford to spend so much money on their research projects in terms of purchasing materials/equipment for the said reason.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://www.rsgc.ac.in/Documents/AboutUs/Strategic%20Planning.pdf
Upload any additional information	**No File Uploaded**

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

The Organizational setup of the institution is inclusive of all the human resources that activate the functioning of the institution. The organizational structure of the college is divided into two main classifications viz Administration and Academic structures. The hierarchical order of the first division is the Ministry of Education, Directorate of Collegiate Education, Regional Joint Directorate(Dharmapuri) and the Principal.

The following statutory bodies are constituted as per UGC guidelines for the effective functions of autonomy.

The Principal

The Principal is the superior authority who delegates the authority into two channels. The first one is administrative side in which Bursar heads the office followed by the Superintendent and then by Assistant and his crew. On the other hand, second one is the academic side in which the Heads of the Department function under the principal. The heads are followed by the other faculty members adhering to seniority. Head of the Department is not a post but it is a designation. Member by virtue of his seniority occupies the position.

Governing Council

 Functions include

1. To submit proposals for starting new programmes of study.
2. To conduct exams, publish results, approve results, approve issue of mark lists, etc.
3. To fix fees and other charges payable by students.
4. To institute scholarships and fellowships

5.   To make regulations for sports and extracurricular activities.

Academic Council

Responsible

1. To scrutinize the proposals of BOS regarding course of study, academic regulations, curricula ect..
2.   To make academic regulations regarding admission of students conduct of exams, and   to initiate measures for quality of teaching , student evaluation, etc,
3. To make and approve proposals for research'
4. To advise the Governing Council on all academic matters.

Board Studies

Functions include

1. To prepare curriculum for academic programmes.
2. To recommend syllabus texts.
3. To suggest mythologies for innovative teaching and extension.

Finance Committee

It acts as an advisory body to the Governing Council to consider

- Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. And
- Audited accounts for the above. The teaching and non-teaching staff follow the UGC Regulations.

Staff Council

Staff Council contributes to academic oriented decision making, Autonomy given to departments to frame academic development programmes.

Academic Council

Similarly, academic decisions are discussed and finalized by the Principal in the Academic Council meetings and these decisions are implemented by various Academic Bodies comprising Heads of the Department and senior faculty members.

Head of the Department

Decentralization of power through the functioning of various Heads of the Department under the guidance of the principal, Heads of Department conduct meetings to discuss the activities of the college. Administrative decisions are taken by the Principal on the basis of the directions and rules of the Government of Tamil Nadu.

Office

Decisions are implemented by a team comprising of Bursar, Superintendent, Assistants, Junior Assistants and other lower grade staff.

The college is committed to providing quality education with computer skills to the poor with the government scheme of CLP.

File Description	Documents
Paste link to Organogram on the institution webpage	https://www.rsgc.ac.in/About/AboutRsgc.html
Upload any additional information	**No File Uploaded**
Paste link for additional Information	**Nil**

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
Details of implementation of e-governance in areas of operation	View File
Any additional information	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

WELFARE MEASURES FOR TEACHING STAFF AND NON TEACHING STAFF

1. Employees Provident Fund as per PF rules
2. Encouragement faculty for doing part time Ph.D
3. Medi claim-Health Insurance
4. Maternity Leave
5. Medical leave
6. 24 hour power back-up (100%)
7. Wi-Fi facility.
8. Workspace
9. Computing facility
10. Canteen
11. Identity cards
12. Sports facilities
13. Post office in the campus
14. Water Purification Plant in Campus
15. Security in Service
16. Staff Co-Operative thrift Society
17. Co-operative society store
18. Festival Advance to Teaching and Non-Teaching Staff
19. Special Leave Sanctioned
20. Increment for Higher Education

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

Nil

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	View File

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

43

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

Rajah Serfoji Government college is an autonomous institution. All vouchers are audited by Accountants General (AG),Government of Tamilnadu every year. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the principal. The same process is being followed for the last five years. The accounts of the college are audited by chartered accountant regularly as per the government rules. All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels. The audited statement is duly signed by the authorities of the Government.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.rsgc.ac.in/Documents/Administration/Finance-Committee.pdf

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

Nil

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	No File Uploaded
Any additional information	No File Uploaded

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

1.Fees: Fees charged as per the university and government norms from students.

2.Salary Grant: The College receives salary grant from the State Government. For this, we prepare and send an annual budget of the estimated salary grant required to the state government. This grant includes salaries of the Full Time Permanent teachers and nonteaching staff as well as part-time teachers working on granted posts.

3. UGC Grants: Our College is under 2F and 12B as per UGC Act and Permanent Affiliation of the University. Sowe receive grants from the UGC for the development and maintenance of Infrastructure, upgrade of the Learning Resources and Research (including grants for Minor and Major Research Projects).

Our resource mobilization policy and procedures are as follows:

1. The institution set up a UGC Committees per the directions of the UGC given in the XII Plan.

2. The UGC Committee, in close coordination with the IQAC, monitors

the mobilization of funds and makes sure that the funds are spent for the purpose for which they have been allocated.

3.The Purchase Committee takes care that purchases are done properly and in accordance with the rules.

4.The College Development Committee takes a review of the mobilization of funds and the utilization of these sources periodically in their meetings.

5.Regular internal audits from the Charted Accountant and external audits from the government make sure that the mobilization of the resources is being done properly .

6.The time-table committee looks after the proper utilization of classrooms and laboratories.

7. The Library Advisory Committee takes care that the resources in library are utilized optimally.

8. Botanical garden (Kurungadugal) is maintained by Rotary club of Thanjavur

9. Campus cleanness and its utilization is monitored by NSS

10. To ensure the optimum utilization of resources, the Principal issues directions.

Though the strategy for mobilization of the college funds is quite common in all the government colleges of Tamilnadu, our college has framed its special strategies that have been followed for the optional Utilization. Since education belongs to the concurrent list of the constitution.

The Central and State Governments

The Central and State Governments are the funding authorities based on the budgeted allocations. Strategies have been formulated to the funds mobilized to the college by the Directorate are met out systematically by the administrators. Funds sanctioned by the state government have been disbursed towards maintenance, development of the infrastructure, scholarship and medium fund.

University Grants Commission

UGC fund is also met out for infrastructure, Books, remedial

measures, purchase of equipments, teaching aids, up gradation of lab etc.

State Council for Higher Education

TANCHE's financial assistance to student's mini project has been properly paid out and it gained its impetus to the college. The beneficiaries have been monitored by the heads of the department and the principal in the particular interval.

PTA, Alumini and sale of application

The college has also taken measures to increase the source of income through PTA, Alumini and sale of application. It is planned that the amount collected by the PTA towards registration fee (60/student) has strictly been utilized for the welfare of the students themselves. Perspective plan has been formulated to utilize the fees collected from the students. Such fees have been maintained perfectly under two accounts. Personal Deposit Account (PD1)in the first category which includes students special fees, and fees collected for sports and library. Personal Deposit Account (PD2) forms the second category mainly for the purpose of University. These two accounts have also been maintained transparently by the authority.

- The amount allocated by the bodies like NSS, RRC and YRC are expended as per the rules in force.
- The amount allocated to CLP is also properly spent and the balance amount is reimbursement by the University itself.
- The collection amount towards Flag Day is sent to the Ex-servicemen Welfare Association directly. All these things are transparently audited and also monitored by the college council in its meetings every year.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	https://www.rsgc.ac.in/Documents/AboutUs/Strategic%20Planning.pdf

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during

the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

- Utilizing online platform for teaching -learning process.
- Collecting the academic/ non academic data from the departments through online mode.
- Quality checking at various levels and implementation of quality enhancement protocols.
- Framing guidelines for webinars and teaching online classes, also framed code of conduct for Students, Teachers and administrative staff.
- Conducting Online Induction Programme for the fresher
- To encourage the faculty members who contribute towards publication in web of science/ scopus/ UGC CARE
- Celebration of world Tourism day in Thanjavur
- Conducting one day seminar titled Curriculum Development and Design on 16th December 2020 to all the faculty members of our college.
- Preparation of proposal to start new programme B.Sc., Physical Education and B.A., History
- Formation of Research advisory committee and conducting Research scholars meeting on 14.12.2020.
- Conducting Webinar meeting of Various cells through online mode
- NIRF Ranking (2020) Analysis
- Review of Teaching and learning methods
- Upgradation of college website
- Data collection across the college for IQAC through online.
- Conduct of meeting of Various cells and initiation of various programme through online mode
- Conducting corona test in college campus
- Involving NCC students in Corona Duty at College Premises
- Conduct of Disaster Management Camp in the college
- Conduct of national polio camp in the college
- Review of Teaching learning methods by IQAC
- Awareness of Swayam Programme among the Postgraduate students
- Augmentation of Academic Infrastructure like seminar Halls, Audio visual room etc.
- Conduct of meeting to create awareness of Corona Prevention Measures
- Involving students to conduct Covidshield Vaccination Camp at Vallam in Govt. Elementary School in Thanjavur
- College Campus Cleaning
- Old Students Alumni Function and involving them for the development of the college.

- ○ **Conduct of National Science Day programme**
- ○ **Celebration of women's day**
- ○ **Conducting Need for Nuclear Energy**
- ○ **IQAC-Research Methodology Programme**
- ○ **Covid prevention awareness campaign through youtube channel**
- ○ **Distribution of free mask to the students**
- ○ **Review of student support programmes and Placement of students**
- ○ **AQAR submission**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.rsgc.ac.in/Iqac/Reports.html

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Rajah Serfoji Government College believes in the academic, social, moral and cultural development of the students by acquiring inputs from all stakeholders. Interactions of teachers with parents during parent-teacher meetings of different departments come up with new suggestions related to the overall development of the students. Mentors and the Department monitor the attendance of students. If a student shows poor attendance, then parents are informed about the same and subsequently meetings are arranged by the college authority with the parents. In almost all cases, parents provide essential support and care to ensure proper administration and development of the college.

- **The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process.**

- **The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed.**

- **Admission to various programmes, examination schedule and declaration of results are notified in the Academic Calendar.**

- **All newly admitted students have to compulsorily attend the Induction Programme, in which they are made aware of the philosophy, the uniqueness of the Education system, the teaching learning process, the system of continuous evaluation, compulsory core courses, various cocurricular activities, discipline and culture of the Institute. All**

students are provided with the Student Diary that provides all details relevant for students.

- Students are apprised of the Time-Table, Programme structure, syllabi of the courses before the semester commences.

- The HOD's and the Discipline Committee members make random visits to ensure smooth functioning of classes.

- Class Committees are regularly conducted with students to take feedback and appropriate steps are taken to enhance the teaching-learning process.

- Feedback from students is also taken individually by teachers for their respective courses through IQAC. Students are also free to approach the Principal of the Institute for feedback and suggestions.

- Feedback is properly analyzed and shared with the Principal, HODs and individual faculty members.

- The teaching-learning processes are reviewed, and improvements implemented, based on the IQAC recommendations.

Major initiative taken during the academic year 2020-21

- Automation of Admission Processes - Provision for online fee payment
- Automation of Examination Processes
- Curriculum Development Workshops
- Green initiatives in Campus – tree plantation etc.
- MoUs with prestigious Institutes
- Digitalization of library

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.rsgc.ac.in/Iqac/Reports.html

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used

A. Any 4 or all of the above

**for improvement of the institution
Collaborative quality initiatives with other
institution(s) Participation in NIRF Any other
quality audit recognized by state, national or
international agencies (such as ISO
Certification)**

File Description	Documents
Paste the web link of annual reports of the Institution	https://www.rsgc.ac.in/Iqac/Reports.html
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

24 hour CCTV surveillance is maintained in the college. It helps to keep a check on antisocial activities. Students and other employees in the college too remain cautious about the surveillance. Discipline is also maintained and it also provides a sense of security to the students and even their guardians. Students wear identity cards at all times to ensure their identity. The institution takes good care of the students in every aspect.For security of the girls in the college campus and to restrict unwanted entry, proper boundary wall with fencing have been constructed. A well-equipped common room is available for the girls. There is a Discipline Committee in the institution to take care of safety and security of the students. It also keeps an eye on the working of all the employees as well as the activities of the students within the institution. A Women Grievance Cell also plays role actively to address the issues of all the female students in the college. Cell alo actively work on this issue outside campus also. Faculty advisors are assigned the responsibility of mentoring and counselling of the students boys and girls both. Each faculty advisor looks after the matters of a group of 25-30 students. If any problem is there both boys and girls are being counselled as per their requirements individually also. Awareness programs and

workshops on gender sensitivity are regularly organized in the campus and nearby places by the students and faculty members to make them aware towards women issues in order to enhance women empowerment. The female faculty members, staff and students are informed about various laws and rights available for their empowerment. Female faculty members and students also play a very active role in the events and fests organized by various committees and clubs of the institution. Girls students along with female faculty members are allowed to go on industrial visits, technical exhibition etc.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://www.rsgc.ac.in/Cells/WomenCell.html

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy   Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment

C. Any 2 of the above

File Description	Documents
Geotagged Photographs	[View File](#)
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Rajah Serfoji Government college has a clear established waste management system and is displayed in the campus for better awareness to all the stake holders. The effective waste management system implemented with the support of students, staff, cleaning staff, and with defined procedures. The Campus maintains a Green atmosphere with trees and other organic cultivations. It also reduces the soil erosion at the campus. The e-waste is limited in the campus by maintaining as own repair centre for computer and computer-based items. The computer maintenance and repair is centralized for better coordination and all the repair or non-operating complaints are streamlined through google forms and the report of the repair service is monitored.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geotagged photographs of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geotagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geotagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy undertaken by the institution

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

B. Any 3 of the above

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

B. Any 3 of the above

File Description	Documents
Geotagged photographs / videos of facilities	[View File](#)
Policy documents and brochures on the support to be provided	**No File Uploaded**
Details of the software procured for providing assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.

Different sports and cultural activities organized inside the college promote harmony towards each other. This establishes positive interaction among people of different racial and cultural backgrounds. There are different grievance Redressal cells in the institute like Student Grievance Redressal cell, Anti Ragging cell which deal with grievances without considering anyone's racial or cultural background. Institute has code of ethics for students and a separate code of ethics for teachers and other employees, which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities. We believe in unity in diversity that is why our students respect the different religion, language and culture. We feel the college is our second home and all faculties like a family member. Our students also celebrate the different festivals with joy and enthusiasm, which help them to implant the social and religious harmony. To represent Tamil culture, Pongal is celebrated in our campus. This creates the inclusive environment in the college and society.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

Constitutional obligations about values, rights, duties and responsibilities of citizens are the core structure of the nation. Every individual should realize, recognize and follow these convergent factors. It is necessary to sensitize the students and employees towards these obligations because they are playing a vital role in the national development. Our institution planned and implements these constitutional obligations in various levels to both students and employees by organizing different events and programmes.

Framing Course syllabi: Institution offered course papers like Value education and Gender studies, thus the students to realize the national, social, cultural, economical values and rights. Gender studies explored the equality of both genders and their responsibilities to the constitutional integrity.

Conducting Awareness Programmes:The Institution conduct various awareness programmes like environmental cleanup, Importance of Voting etc. for the sensitization of students and employees. In addition YRC,RRC and NSS units in our college conduct various awareness programmes like blood donation, tree plantation, First-aid awareness etc. and last two years lot of work has done for Corona virus awareness , testing and vaccination in our college campus also in outside. Thus these activities delivered the values of human beings, realize the duties, to know the rights of every volunteer and enhanced the responsibilities of students and employees.

Seminars and Invited Lectures: Seminars and Invited lectures on human rights, public health, etc. stimulate the student and employee duties and responsibilities.

National Festivals: The employees and students are encouraged by getting the special speeches delivered by senior faculty or invited guests.Republic day and Independence Day celebrated with eminent speech from Principal and other staff members about freedom fighters. These are to initiate the students and employees to know the values of freedom fighters , their duties, rights and their responsibilities and the way of follow them in the constitutional obligation

Departments organizing Educational field trips to important places to realize the students about cultural values and their responsibilities to protect the natural resources. These trips acquired the knowledge of students and employees in different culture, socio-economic backgrounds,understanding of various social

issues, leadership and communication skills. Employees and some of the students are participating in the election duties and create their social responsibilities

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

A. All of the above

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Rajah Serfoji Government College feels swollen with pride to celebrate national festivals, celebrate birth and observe death anniversaries of great personalities /national leaders / freedom fighters / philosophers and scientists. Important national days and festivals are celebrated in college with participants of students, faculty members non-teaching staff and administrative staff. Independence Day and republic day are celebrated in a splendid manner in front of administrative building with the march

past of NSS and NCC.The college celebrates Voter's Day, Women's Day, Geneva Convention Day, International Yoga Day and International anti-drug and anti-trafficking day. National science day, Aayutha pooja, Saraswathi Pooja, Pongal Christmas are celebrated in a impressive manner.The main focuses of these programmes are promotion of consciousness of communal harmony, respect for national pride, reverence to leaders, and commitment of imbibing qualities and valuing sacrifices of leaders, and inculcation among the students to spread the message of importance of our national rich heritage and the nation building process through soft-power and hard power capacity building.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

7.2.1 Describe at least two institutional best practices (as per NAAC) Format

Best Practice-I

   1. Title of Practice: Digitalization of Library

   1. Objectives of the Practice

   - To enhance the level of accession to books by the users-students, Research Scholars and Teachers.
   - To make the library transactions efficient, the fast and simple.
   - To maximize the operational feasibility of library catalogue by incorporating multiple search options.
   - To improve the accuracy of accounting and handling of library

stock.

1. Context

The conventional methods and procedures adopted in the library management system were found to be inadequate to meet the demand and requirements of the students and the research scholars. So it was decided by the college management to digitize the library management services in order to enhance the efficiency and accuracy of the delivery of services.

1. The practice

- The link to the LMS application is provided in the college web portal rsgc.ac.in. all the users are provided with user ids sign up.
- Users can log in to the library portal with their login credentials.
- Users can search for books and journals using key words in their electronic devices. Lending and returning/renewing are carried out in the General and Department libraries.
- All users are provided with barcodes of their user ids. Barcode representing accession numbers are affixed in the books.
- The barcodes of the users and the books are scanned using scanners during library transactions.
- Usage reports are periodically generated or whenever there is a need for it.
- Management of library stock is made easy and simple.

Other important programmes are: -

Evidence of Success

- There is a marked rise in the demand for books by the users.
- Locating and accessing books become simple and easy.
- There is an increase in the number of students / who visit the library to enquire about books.

1. Problems Encountered and Resources Required

Problems Encountered

- Users faced some difficulty with the digital operation of the application in the beginning. However, users found it easy in the course of time.
- Since it is a user defined application, data on problem in operation could be collected only when users reported them.

Resources Required

- Computer infrastructure to provide e-learning content and digital resources to the users in a shared environment.
- Incorporating a surveillance mechanism (RFID/Camera) to contain misuse and theft of books
- Allocation of two permanent library assistant posts and one office assistant post.

Best Practice 2:

1. Title: Green and Clean Campus

2. Objectives of the Practice:

- To create awareness and social obligation relating to environment protection and its maintenance.
- Making campus clean and plastic free and other hazardous free substances.
- To transform the students physically fit,mentally alert and emotionally balanced.
- To integrate yoga, meditation, sports and cultural activities for the comprehensive educational experience.
- To train the students to adapt themselves for the changing environment and social scenario.
- To fill the gap between professional knowledge and social life.
- To enable the students to obtain will power and mental strength through meditation utilizing the facility that the campus provides as an integral part of education.

- To develop the personality of the students interms of intellectual, physical and mental wellbeing.

3. The Context:

Rajah Serfoji Government College has been steadily marching ahead since its inception focusing on the overall growth of students, sustaining its core value of service, integrity, and discipline.The institution strives to make the students with healthy mind and healthy body. The Institute is very conscious towards conservation and safety of environment. The institute nurtures plants and greenery both inside and outside of the campus. All classrooms and Library of the Institute are well structured with natural illumination. It supports conservation of environment and joining the movement against pollution ozone layer depletion. Students' physical and mental fitness are challenged in recent times owing to the continuous exposure to the unrestrained social media. Therefore, sports, yoga and meditation have been the hallmark activities which are recognized as one among the best practices of the institution by the internal and external stakeholders. The institution believes that sports are indispensable constituent of the holistic education and it helps the students to develop social relationship, leadership quality and above all, the traits of a well-trained personality.

4. The Practice:

The college has always tried to make green and clean campus and continuous steps are taken towards it. From the various event and programs which tries to create environment consciousness making eco friendly environment.

The institution conducts association meeting in each department to upgrade environmental production. Activities such as quiz, essay writing, elocution, debates, group discussions etc., are held in order product the environment of the college.

To developmental strength, yoga is a valuable practice followed since India's ancient period. It embodies a holistic approach to health and well-being.

Above all, the green campus with different varieties of trees provides a splendid ambience and plays the role of a teacher who facilitates the students with social values.

5. Evidence of Success:

The college has NSS, Green club, NCC, YRC, Alumni Association, environment club, Clean Thanjavur club which conducts activities related to green and clean campus. A large numbers of tree species have been planted in college campus for making the green campus.

Protest-free campus and gender amity with zero harassment environment

Alumni Association , Rotary club, NSS students have planted 500 samplings in the campus and they have created a small forest behind the administrative building .In recent times, students have designed a campus clean drive under Swacchata Bharat Abhiyaan.

The college has a dream to make such awareness throughout region, state and national level that will need public participation and government funding. We do have several other best practices like Free of cost Dress Code with ID, Scholarships to toppers from college trust etc.

6. Problem encountered and resources required:

- Need more financial assistance to provide best equipment to the keep the campus clean and green.
- To address this issue, additional financial support is required to provide more facilities in the campus.

File Description	Documents
Best practices in the Institutional website	https://www.rsgc.ac.in/Documents/Institutional_Best_Practices.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Rajah Serfoji Government college has always given priority to the education of underprivileged students from rural area to empower them. The institution stresses on Outreach programmes and inculcates in its students an awareness of the value of a holistic education and empathy for the less privileged sections of society. Social service is a compulsory component for all students. An active NSS and Social Service Cell organize outreach programmes for the student

community. The Vision of the college is fulfilled through a safe and positive environment to learn and grow. All the members of the college, which includes the principal, teaching faculty, nonteaching staff and students, experience a secured environment. The interest of all stake holders are safe guarded through strict implementation of the policies related to admission, recruitment of teaching and non-teaching staff, reservation policies, enabling environment to differently-abled students and systematic accomplishment of academic and administrative responsibilities. Newly admitted students/scholars are given orientation programmes. Skill Development programmes are conducted to encourage the students to undertake competitive examinations. Common facilities are upgraded to add latent value to the student-life which includes Placement Cell, Anti Ragging cell, students redressel cell etc.

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

All the courses in the entire programme offered by Rajah Serfoji Government College are developed having relevance to local, national and global developmental needs. Every department of study which offers programmes has a Board of Studies (BoS) comprising the faculty and external subject experts who after deliberations approve the syllabus of the course. Every programme presents programme outcomes, programme specific outcomes, and carries course outcomes of each course. Additionally, each course/subject of any programme carries course objective that unfolds the learning outcome for that course.

The local needs can be understood at two levels: 1) geographical, for example, city/town surrounding, and 2) language. Since Rajah Serfoji Government college is an autonomous college and offers its programmes in Tamil and English language, the first task to address was to develop the course/subject material of all the courses in Tamil and English, which has relevance to the local, the national and global developmental needs, and if the material is not developed, then the translation of the course/subject material has been done. Rajah Serfoji Government College has adopted both means to address this typical requirement, and offered curricula that are on par with any national or international university.

The Board of Studies of each department oversees the relevancy and requirements of any course in the programmes that the department offers. As BoS is conducted compulsorily once in three years, it revises courses if any needs revision considering the academic trends and market or industry requirements. Though minor revision is a continuous practice, major revision is done mostly after the completion of the duration of a programme. Rajah Serfoji Government college adopted Choice Based Credit System to all its programmes, hence major revisions had been carried out in all its programmes then; and the course objectives and outcomes are spelt out clearly thereafter. Furthermore, Rajah Serfoji Government College has been using feedback of students and

teachers to upgrade its curricula. For research programmes, the courses are discussed usually in Departmental Research Committees (DRCs) and norms of the parent university is followed.

The programme outcomes for any level of programme carry components from contribution to the existing body of knowledge to the acquisition of general graduate skills;. For PG programmes, the programme outcomes generally are mastery of the subject knowledge, its application in relevant contexts, learning teaching skills, preparation for higher studies and so on, and for UG programmes, the programme outcomes can understand the course/subject concepts, learning effective communication skills both in English and Tamil, and preparation for higher studies. All the departments have their programme outcomes, programme specific outcomes, and course outcomes in place, and these are displayed in the web pages of Rajah Serfoji Government College .

File Description	Documents
Upload additional information, if any	[View File](View%20File)
Link for additional information	https://www.rsgc.ac.in/Academics/Outcome.html

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

0

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	No File Uploaded
Details of syllabus revision during the year	No File Uploaded
Any additional information	No File Uploaded

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

0

File Description	Documents
Curriculum / Syllabus of such courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	**No File Uploaded**
MoUs with relevant organizations for these courses, if any	**No File Uploaded**
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

0

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	**No File Uploaded**
Any additional information	**No File Uploaded**
Institutional data in prescribed format (Data Template)	**No File Uploaded**

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

36

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	[View File](#)
Any additional information	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Rajah Serfoji Government college integrates Cross-cutting issues

of the society like Moral Values, Human Values, Professional Ethics, Ethical Values Gender Equality, Environmental Awareness, which are inseparable part of our curriculum. Three days Induction programme related to values and ethics is an integral part of the curriculum of the first year. The compulsory course "Value Education" and "Environmental studies" for first year & "Soft Skill development", "Constitution of Inida" and "Gender Studies" for the final year are important part of Curriculum. Students will be able to understand the importance of ethics and values in their personal, social & professional life after studying these courses.

These subjects provide free environment for inculcating values and developing ethical competence among the students. It is in response to a long- felt and urgent need to integrate value education with decision making skills in their personal, social and professional life. College celebrates days of National and International importance as Republic day, Women's day, Independence Day, Teacher`s day, Human Right Day, International Yoga Day etc. These celebrations nurture the moral, ethical and social values in the students.

The college has Women Grievance Cell and Grievance Redressal Cell to provide counseling to students, promote gender equity among students and also deal with related issues of safety and security of female students, staff and faculty. The college campus is secured with CCTV and high level security. There is separate girls' common room for providing the safe environment to all the girls' students.

The course "Environmental studies" related to ecosystem, its balance & sustainability is an integral part of the curriculum of the first year. Awareness about Environment is necessary for the protection of the environment and survival of human life. The basic aim of this subject is to make the students aware about the importance of ecosystem to human life. The college organizes workshop/ seminars on Environment & Ecology to make students aware about efficient use of natural resources.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	No File Uploaded

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

3

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	No File Uploaded
Any additional information	No File Uploaded

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

88

File Description	Documents
List of students enrolled	View File
Any additional information	No File Uploaded

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

368

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the	A. All 4 of the above

syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

File Description	Documents
Provide the URL for stakeholders' feedback report	https://www.rsgc.ac.in/Documents/Forms/Reports/year%202020-21.pdf
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following — A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	https://www.rsgc.ac.in/Documents/Forms/Reports/year%202020-21.pdf
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

1453

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

1068

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The assessment of the learning levels of the students is done by the teachers in the classrooms during lecturers and through conducting class tests, assignments, tutorials, etc., on the basis of which slow and advanced learners are identified. Specific teaching-learning methodologies oriented to the needs of such students are then discussed and implemented. Measures are taken accordingly to address the needs of students with different levels of competence. An integrated approach is followed in the classes by our faculty. Traditional teaching methods are aided by new age technological methods to make learning more engaging and relatable.

Steps taken for advanced learners:

*Provided advanced study material (Books, Journals).

*Provided hands-on training in using latest apparatus and techniques in laboratories in various programmes

*Semester toppers and university rank holders are felicitated on the Annual Day.

*Motivated to set high goals for themselves and counselled to prepare for entrance and competitive examinations

Steps taken for slow learners:

*Efforts are made to identify the cause of their problem and appropriate solutions are worked out.

*Teachers coordinate with parents of slow learners so that their needs can be catered to.

*Mentor-mentee interaction keeps faculty in constant touch with students, irons out academic and personal issues, stimulates

overall personality development.

*Tutorials and remedial classes are organised, the purpose of which is to give special coaching in areas where they need support.

* Additional reading material and books in simple form is made available to increase their understanding of the subject. E-links are also suggested to the students to help them gain an in-depth knowledge of the subject.

*Billingual explantations and discussions are done in the class with the aim of reaching out to the slow learners so that they can be brought at par with the rest of the class.

*Personal, academic and career-related counselling is given from time to time.

*Home assignments are given and evaluated on a regular basis.

*Additional tests are conducted outside the curriculum to assess the learning ability of students.

*Peer learning is encouraged through group discussions and presentations. This aids in building a culture of team work and helps to develop leadership as well as interpersonal skills.

Advanced Learners:

* During lecturers, tutorials, class tests, assignments and interaction outside the class, the teachers are able to assess the calibre of the students and identify the advanced learners.

* Departments through a combination of academic and co-curricular activitiesencourage the advanced learners to optimize their potential. Such students are encouraged to participate in inter-college competitions.

* The faculty helps the students to get relevant research projects and publish papers in the field of their choice.

* They are suggested advanced readings in the relevant topics to enhance their understanding of the subject to enable them to pursue research in future.

* They are encouraged to help and provide support to the weaker

students by engaging in group discussions and presentations.

* They are given an opportunity for micro teaching in the class as well as making individual presentations.

* They are involved in special projects like book and movie reviews, analysis of current issues of relevance to their subjects.

* The college library provides the Inflibnet facility and other e-resources to help the advanced learners to broaden their horizons.

* Students who are advanced learners are encouraged to upgrade their knowledge and skills through add-on courses provided by the college along with special lectures organized by expert resource persons.

* Students are given recognition for their achievements at various fourms in terms of cash awards, medals, appreciation certificates and scholarships. They are also motivated to secure rank and distinction in University examination.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
01/06/2020	4145	178

File Description	Documents
Upload any additional information	View File

2.3 - Teaching- Learning Process

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

The assessment of the learning levels of the students is done by

the teachers in the classrooms during lecturers and through conducting class tests, assignments, tutorials, etc., on the basis of which slow and advanced learners are identified. Specific teaching-learning methodologies oriented to the needs of such students are then discussed and implemented. Measures are taken accordingly to address the needs of students with different levels of competence. An integrated approach is followed in the classes by our faculty. Traditional teaching methods are aided by new age technological methods to make learning more engaging and relatable.

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* Additional reading material and books in simple form is made available to increase their understanding of the subject. E-links are also suggested to the students to help them gain an in-depth knowledge of the subject.

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with the aim of reaching out to the slow learners so that they can be brought at par with the rest of the class.

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* The faculty helps the students to get relevant research projects and publish papers in the field of their choice.

* They are suggested advanced readings in the relevant topics to enhance their understanding of the subject to enable them to pursue research in future.

* They are encouraged to help and provide support to the weaker students by engaging in group discussions and presentations.

* They are given an opportunity for micro teaching in the class as well as making individual presentations.

* They are involved in special projects like book and movie reviews, analysis of current issues of relevance to their subjects.

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* Students who are advanced learners are encouraged to upgrade their knowledge and skills through add-on courses provided by the college along with special lectures organized by expert resource persons.

* Students are given recognition for their achievements at various fourms in terms of cash awards, medals, appreciation certificates and scholarships. They are also motivated to secure rank and distinction in University examination.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional Information	https://www.rsgc.ac.in/Academics/Aspects.html

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

The college follows ICT enabled teaching in addition to the traditional classroom education. Subsequent efforts are taken by the institute to provide e-learning atmosphere in the classroom:

In addition to chalk and talk method of teaching, the faculty members are using the IT enabled learning tools such as PPT, Video clippings , Audio system, online sources, to expose the students for advanced knowledge and practical learning. Most of the faculty use interactive methods for teaching. The major emphasis is on classroom interaction in terms of research paper presentations, seminars, debates, group discussions, assignments, quiz/tests/viva and laboratory work.

Rajah Serfoji Government college, being an autonomous college, encourages intensive use of ICT enabled tools including online resources for effective teaching and learning process. All the 178 teachers are using ICT tools and resources available on its campuses; They used LCD Projectors, Audio Visual Room, Language lab, Captain Murugaian Hall etc. A separate e-resources portal has been created and it is used by the teachers and student. Multimedia Projectors, Public address system, Document camera,Computers, Desktops, Laptop, Wifi , LAN connected system are also used by the faculty.

                There are 5 ICT enabled classroom in the campus.

The laboratories, Seminar Halls, Auditorium, are well equipped with ICT facilities E-Learning portal helps the teachers in developing e-content indifferent subjects. Around 75% staff are using ICT techniques in the college. E-learning portal was developed to meet the learning demands of the students. General ICT Tools are Using by Rajah Serfoji Government college faculties are:Desktop and laptops,Projector, Digital cameras, Printer, Photocopier, tablets, Pen Drive, Ipads, Scanners, Microphones, interactive white board, DVDs and CDs, Flash discs.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://elearning.iskooler.com/
Upload any additional information	No File Uploaded

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

178

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	No File Uploaded

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

The institution prepares the academic calendar every year in advance. The coverage of academic calendar covers the list of examination dates, holidays, vacation dates, festivals, etc. Academic calendar provides the total effective working days available in a given semester. Then coordinator in coordination with the controller of examination prepares the time table by correlating the working days available and coverage of curriculum of the subjects. Thus the academic calendar monitors the effective delivery of the program with academic inputs.

The concern faculties prepare teaching plan for their respective subjects. They are distributed among class room teaching, case

studies, role play, workshops and lab session as per the subject
requirements. These plans are made in advance and serve as guide
for conducting sessions. The HODs check the progress of each
course and ensures timely and effective completion of course in
the specified time frame with perfect blend of practical and
Theoretical inputs.

The academic calendar of Rajah Serfoji Government College
consists the dates submission PG projects, M.Phil., dissertation,
M.Phil., Viva, declaration of results, issue of mark sheets,
commencement of PG admission, submission of mid semester marks,
end semester marks to the controller of examination. The
academic calendar also includes the dates of commencement of
online classes as well First year UG & PG classes.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full-time teachers against sanctioned posts during the year

178

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

106

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	[View File](#)
Any additional information	**No File Uploaded**

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

178

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	[View File](#)
Any additional information	**No File Uploaded**

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	[View File](#)
Any additional information	**No File Uploaded**

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

Nil

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	**No File Uploaded**
Upload any additional information	**No File Uploaded**

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

1. This institute follows semester system for both UG, PG and M.Phil. Programs and the performance of a student in each semester shall be evaluated subject wise with a maximum of 75 marks for theory and maximum of 60 marks for the practical subjects.
2. For UG Student has to earn 140 credits and PG Students has to earn 90 credits to satisfy the minimum academic requirement to obtain the degree, Marks obtained in all the credits are considered for the calculation of CGPA.
3. Passing Minimum of Continuous Internal Assessment and Written Examinations, For UG Passing Minimum is 40%. For PG and M.Phil. Passing Minimum is 50% .
4. Continuous Internal Assessment is done through conducting various tests from time to time.
5. Mid Semester and Model Examinations are conducted for each paper of the subject in each semester for UG, PG and M.Phil. programs.
6. Two Assignments conducted for each paper for the subject in each semester for UG, PG and M.Phil. Program.
7. Seminar conducted for each paper for the subject in each semester for PG and M.Phil Program.
8. Attendance is compulsory for UG Students. Attendance Marks is given based on percentage of attendance.

Attendance Percentage	Attendance Mark
50.0 to 59.9	1.
60.0 to 74.9	1.
75.0 to 79.9	1.
80.0 to 89.9	1.
90.0 to 100.0	1.

1. CIA Components and Marks Distributions

S.NO	PARTICULARS	from 2021			
		UG THEORY	UG PRACTICAL	PG THEORY	PG PRACTICAL
1	ASSIGNMENT	5	–	5	–
2	Mid Sem	7.5		7.5	–
3	Model Exam	7.5		7.5	
4	ATTENDANCE	Max:5	–	–	–

50.0% to 59.9 - 1 Mark
60.0 to 74.9 - 2 Marks

	75.0 to 79.9 - 3 Marks				
	80.0% to 89.9% - 4 Marks				
	90.0% to 100 % - 5 Marks				
5	SEMINAR	-	-	5	-
6	OBSERVATION NOTE BOOK	-	10	-	10
7	RECORD NOTE BOOK	-	5	-	5
8	PRACTICAL MODEL EXAM	-	25	-	25
9	Viva voce	-	-	-	-
	Total	25	40	25	40

Passing Minimum for Internal Assessment

UG Theory 40% - 10 and UG Practical 40% - 16

PG Theory 50% - 12 and PG Practical 50% - 20

M.Phil Theory 50% - 12

1. There is separate Web portal for COE office. Web portal address www.rsgccoe.com. In that portal students can view her/him results pervious semesters and current semester of Mid semester marks, Model semester marks, Assignment Marks and Seminar Marks.
2. Mid Examinations and Model Examinations and Assignment marks uploaded in our COE website.
3. Introduce an Extra Credit Paper for advanced learners (i.e. UG and PG Students) in the Final Year.

Process Integrating IT

- Examination Management System (EMS) services are available to integrate all the activities in the examination branch.
- EMS using Dot.Net as Front End and SQL Express 2008 as Back End.
- This EMS software using Client Server Technologies.
- The Pre and Post examination activities are integrated, starting with examination notifications.
- In the EMS, create Subject Name, Subject Code and Subject Title.
- In the EMS, create Student Name, Reg. No, Course and Community.
- Using EMS Automation semester Application Generation.
- Payment gateway is also available for the payment of various fees online by the students to make the registrations online for various services.
- Using EMS, Prepare a Name Galley and Number Galley.
- Prepare exam time table using EMS.
- The EMS is enabling the student to download the hall

> tickets and results online.
> - Complete automation of examination process help in the successful execution of examination process such as monitoring of examination fee payment, examination schedule, coding and decoding of scripts, mark data entry, preparation of programme wise results.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	https://rsgccoe.com/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

The College has clearly stated learning outcomes of the Programs and Courses offering in the College and the following mechanism is followed to communicate the learning outcomes to the teachers and students. Hard Copy of syllabi and Learning Outcomes are available in the college/departments for ready reference to the teachers and students and it is displayed in the college website. Learning Outcomes of the Programs and Courses are highlighted and made aware to the students in the induction programme at the beginning of the semester. The importance of the learning outcomes has been discussed and communicated to theteachers in staff meeting and IQAC meeting.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	[View File](#)
Upload any additional information	**No File Uploaded**
Link for additional Information	https://www.rsgc.ac.in/Academics/Outcome.html

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

We are offering Under Graduate, Post Graduate and Research programs and courses under the Faculty of Arts, Commerce and

Science. For these programs and courses, the college follows the curriculum designed by the board of studies. The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the college and the same are communicated to the students in the formal way of the discussion in the classroom and departmental notice board.

After measuring attainment of POs , PSOs and COs, it has been observed that the strength of the students as well as passing percentage of the students is increasing progressively. Besides, students' progression to the higher studies that is from Under Graduate to Post Graduate seems to be increasing consistently and rapidly in the last five years. In a similar way, the ratio of students' placement is also increasing. We took utmost care of measuring the level of attainment of POs, PSOs and COs and followed formal as well as informal mechanism for the measurement of attainment of the outcomes. Even we took feedback from all the stakeholders in this respect and try to take necessary steps accordingly.

Subsequently, the College took care of the attainment to measure thePOs, PSOs and COs

and implemented the mechanism as follows:-

? The College follows the Academic Calendar.

? All the subject teachers prepared Semester-Wise evaluation Reports.

? Internal examination committee analyzed evaluation reports of results.

? College considered Feedback from the Stakeholders for the attainment of PO, PSO and

CO.

? Placement committee took the review of the Students' Progression to Higher Studies and

their Placement.

The Program outcomes of Bachelor of Arts are as follows:

PO1: Students are introduced to community engagement and global

understanding

PO2: Critical and creative thinking of the students have been developed.

PO3: Students developed their Communication skills.

PO4: Ethical values are inculcated among the students.

The Program outcomes of Bachelor of Commerce are as follows:

PO1: Students received knowledge of the application of basic skills necessary for analysis of programs in Economics, Accounting, Marketing, Management and Finance.

PO2: Understanding of the students is improved of national economic and business scenario.

PO3: Students developed their entrepreneurship and contributed in the successful operation of a business.

The Program outcomes of Bachelor of Science are as follows:

PO1: The students understood the fundamentals of science education.

PO2: The students' knowledge in all basic sciences is enriched.

PO3: Interdisciplinary approach amongst students has been developed.

PO4: Sense of scientific responsibilities, social and environment awareness have been inculcated among the students.

PO5: Students built-up a progressive and successful career in academics and industry.

PO6: Students are motivated to contribute in the development of Nation and community.

Attainments of CO's are calculated by using examination results. Attainment levels are finalized at college level and conveyed to IQAC through Internal Examination Committee.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://www.rsgc.ac.in/Academics/Outcome.html

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

1285

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

https://www.rsgc.ac.in/Documents/Forms/Reports/year%202020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Reputation of any Higher Education institution depends vastly on the 'intellectual scholarship & research productivity', 'creativity calibre & innovation outcome', and 'venture creation & entrepreneurship promotion'. These domains of conventional, compulsive and contemporary pursuits of the college can best happen, grow and fructify with / through an appropriate forward looking Research Promotion Policy. The success of a college in attaining its objectives is greatly contingent upon the alignment

of faculty members and the relevant stakeholders with all the above domains and related pursuits of research initiatives, being undertaken. Rajah Serfoji Government college wholly follows the research promotion policy of the parent university. Research committee has been constituted at the college level and it monitors the reseach activities of the college. It helps the reseachers and reseach advisors for the reseach developmental activies.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://www.rsgc.ac.in/index.html#
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

Nil

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	No File Uploaded
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

6

File Description	Documents
e-copies of the award letters of the teachers	View File
List of teachers and details of their international fellowship(s)	View File
Any additional information	**No File Uploaded**

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

Nil

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	**No File Uploaded**
List of projects and grant details	**No File Uploaded**
Any additional information	**No File Uploaded**

3.2.2 - Number of teachers having research projects during the year

2

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.rsgc.ac.in/Documents/Notification/Research/Research%20Project%202021.pdf
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

76

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

2

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	https://www.rsgc.ac.in/Documents/Notification/Research/Research%20Project%202021.pdf
Any additional information	**No File Uploaded**

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Rajah Serfoji Government college provides a conducive environment for promotion of Innovation and Incubation. All required facilities are provided and Guidance is extended to the students. Students are encouraged to actively involve in the application of Technology for societal needs. Necessary support is provided for Documentation, Publication of Research Papers and also for obtaining patents. Awareness meets, workshops, seminars and guest lectures on Entrepreneurship are organized. Students are provided opportunities to directly interact with outstanding entrepreneurs excelling in their field. Product service Training is provided for creating awareness on marketing the products. College has recognized Research Centers in the departments and this would be an added advantage to the students to develop their skills.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.rsgc.ac.in/About/Innovative.html

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	**No File Uploaded**

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software	**A. All of the above**

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

31

File Description	Documents
URL to the research page on HEI website	https://www.rsgc.ac.in/index.html#
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	**No File Uploaded**

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

84

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	**No File Uploaded**

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

31

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.rsgc.ac.in/Documents/AboutUs/Book_List.pdf

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

14

File Description	Documents
Any additional information	**No File Uploaded**
Bibliometrics of the publications during the year	View File

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

250

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	<u>View File</u>
Any additional information	**No File Uploaded**

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

Nil

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	**No File Uploaded**
List of consultants and revenue generated by them	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

Nil

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	**No File Uploaded**
List of training programmes, teachers and staff trained for undertaking consultancy	**No File Uploaded**
List of facilities and staff available for undertaking consultancy	**No File Uploaded**
Any additional information	**No File Uploaded**

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

All the extension activities have given the participants exposure to cases of unjust deprivation and have created strong motivation for alleviation of this injustice. Apart from this the significance of clean surrounding, hygiene, sanitation in the neighbourhood, garbage disposal, and sensitizing the community at large to these vital issues. All these initiatives have gone a long way in holistic development personality of the participants of these programmes. Following activities were conducted by NSS, NCC, YRC etc for sensitizing students to social issues. Blood donation camp strengthens the sense of empathy and compassion among donors and also instils in them a sense of commitment and ethical responsibility. Programmes on women empowerment creates awareness among girl students of their condition and their rights, and among boys a sensitivity towards problems of women, leading to lessening of gender bias and patriarchal prejudices. All this leads to informed, balanced and responsible citizenship. The activities listed below are indicators of the manner in which multiple issues of social , political and economic significance are discussed and dealt with in order to create sensitivity and understanding among students and contribute to balanced development of their personality, so that committed and ethically informed citizenship is created.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.rsgc.ac.in/Cells/NSS.html

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

1

File Description	Documents
Number of awards for extension activities in during the year	[View File](#)
e-copy of the award letters	[View File](#)
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

29

File Description	Documents
Reports of the events organized	[View File](#)
Any additional information	[View File](#)

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

1508

File Description	Documents
Reports of the events	[View File](#)
Any additional information	No File Uploaded

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

Nil

File Description	Documents
Copies of documents highlighting collaboration	**No File Uploaded**
Any additional information	**No File Uploaded**

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

1

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	[View File](#)
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	[View File](#)
Any additional information	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The campus is located in 44 acres of land including 64 class rooms,24 laboratories and 3 seminar halls. In order to implement the plans and achieve desired goal, the Institute has created adequate infrastructure in terms computer labs, library, language lab, faculty rooms and class rooms Seminar Halls with Audio Visual Facility. The whole campus has Internet facility with dedicated lease line. The campus has well equipped playground, Hostel and mess. Institute has facilities like Xerox, Stationary store, Post office inside the campus. Institute is maintaining conducive environment for the students to achieve their dreams. Canteen and Auditorium are also available. Institute has well equipped seminar Hall with A/C and LCD, Internet facility and Audio-Video room. Institute has 2 advanced & well-equipped computer labs with latest configuration. Library is a heart of any institute. The library is very spacious and well-furnished to create a pleasant environment for the students. It plays vital role in enhancing the user's knowledge. Library is segmented into

Reference Section, Journal Section, Reading Hall and Digital library, etc. The library has collection of Textbooks, Reference, General and Rare-books etc. The library has collection of 64804 Text Books, 2231 reference books, 15 Journals in total.

File Description	Documents
Upload any additional information	[View File](View%20File)
Paste link for additional information	https://www.rsgc.ac.in/About/Infrastructure.html

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

Rajah Serfoji Government College has one of the biggest sports-grounds in the Bharathidasan University. The athletic culture in the college instills health competition, sportsmanship and teamwork among students. Intensive training is imparted under expert guidance and numerous sports activities are organized every semester. On the Annual Sports Day, various tournaments and competitions are held for students and faculty. Each year, students of Rajah Serfoji Government College achieve notable distinctions and many are selected for national and state level tournaments. The college offers the following sports facilities.

- One Cricket field of radius 60m and four cricket nets (turf and cemented); one football field (100x50m), one basket ball court (28x15m), one volleyball court (18x9m) and tennis court (23.8x11m), an indoor space for table tennis and chess, 400m grass athletic track, and basic gym equipment. On an average 250 students use the sports facilities every day. The total area of the sports ground measures 8.5 acres.

- Standard quality and safe sports equipment are provided to prevent sports related injuries.

- Speed endurance resistance strength training equipment and facilities are available for students.

- Facilities like changing rooms, lockers, drinking water, medical/first aid, playing equipment/stock storage, for college team members.

File Description	Documents
Geotagged pictures	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

5

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

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

37.55

File Description	Documents
Upload audited utilization statements	**No File Uploaded**
Details of Expenditure, excluding salary, during the years	[View File](#)
Any additional information	**No File Uploaded**

4.2 - Library as a Learning Resource

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

The conventional methods and procedures adopted in the library management system were found to be inadequate to meet the demand and requirements of the students and the research scholars. So it was decided by the college management to digitize the library management services in order to enhance the efficiency and accuracy of the delivery of services.

1. The practice

- **The link to the LMS application is provided in the college web portal rsgc.ac.in. all the users are provided with user ids sign up.**
- **Users can log in to the library portal with their login credentials.**
- **Users can search for books and journals using key words in their electronic devices. Lending and returning/renewing are carried out in the General and Department libraries.**
- **All users are provided with barcodes of their user ids. Barcode representing accession numbers are affixed in the books.**
- **The barcodes of the users and the books are scanned using scanners during library transactions.**
- **Usage reports are periodically generated or whenever there is a need for it.**
- **Management of library stock is made easy and simple.**

Other important programmes are: -

- **There is a marked rise in the demand for books by the users.**
- **Locating and accessing books become simple and easy.**
- **There is an increase in the number of students / who visit the library to enquire about books.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.rsgc.ac.in/Academics/Library.html

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources	C. Any 2 of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	**No File Uploaded**

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

148934

File Description	Documents
Audited statements of accounts	**No File Uploaded**
Any additional information	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

46

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

Rajah serfoji Government college, Thanjavur has clear policy regarding Information Technology ,The college has been always in the forefront adopting technologies and providing IT enabled service to all its stakeholders .The policy provides the use of IT infrastructure and also lays down Vision and Mission of the college in making all its task IT enabled ,it also outlines a mechanism for establishing and maintaining the IT infrastructure at RSGC campus. RSGC has appropriate budgetary provision for

expansion and updating its IT facilities including wifi.

Hardware infrastructure:

? Computers (184 no's)

? Data Centre

? Storage

? Projectors(19 no's)

? Printers

? Firewall Security System, internet applications

The college has campus network and Wi-Fi facility. BSNL Fiber optic cables are available for faster and efficient connectivity. Old and outdated computers are upgraded periodically. They are either replaced or enhanced with respect to configuration. Additional computing facilities are added based on the need arising out of requirements of students, research scholars and faculty.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.rsgc.ac.in/Cells/CyberClub.html

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
1398	154

File Description	Documents
Upload any additional information	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus	**A. ?50 Mbps**

File Description	Documents
Details of bandwidth available in the Institution	[View File](#)
Upload any additional information	**No File Uploaded**

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

D. Any one of the above

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://elearning.iskooler.com/
List of facilities for e-content development (Data Template)	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

37.55

File Description	Documents
Audited statements of accounts	[View File](#)
Upload any additional information	**No File Uploaded**

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

Computers: The computers are maintained using funds granted by UGC's general development assistance and funds generated from parent's teachers association. Its use is restricted to the college teachers, staff and students for all academic and examination related works. The college for proper maintenance of the computers has signed an annual maintenance contract.

Classrooms: Classrooms are checked bi-annually by the members of the building committee and wherever repair and restoration work is required for electrical equipment and furniture are carried out during the summer and winter breaks.: classrooms are allotted for the use of students and teachers as per the college routine and student enrolment.

Laboratory: The College applies for equipment grant to UCG / RUSA following the guidelines laid down in this respect. As and when grants are sanctioned it is utilised by the college, inspected by the college committee first and then designated bodies and finally the utilisation submit certificates by the college to UGC/ RUSA. Laboratory equipment is maintained by the respective departments and staff concerned and as and when repair and replacement is required the concerned departments place their requirements to the academic council which sanctions the same and the college authorities do the needful. Students who have a practical component in their chosen courses and teachers allotted practical classes and bearers allotted are allowed to access and use of laboratories.

Library:
Library books are weeded annually and damaged books are either salvaged by re-binding them and discarded if beyond repair and replaced with new copies if necessary. New books are added every year as per requirement and availability of grants from UGC, the state government and from Library fee collected from students at the time of admission. Books that are damaged or lost by borrowers have to be replaced at the borrowers own cost. Teachers ,staff and students are provided library cards against which books are issued; while teachers are allowed four books for a month students are provided 2 books for fifteen days and can be renewed again. The librarysubscribes to journals and newspapers which are made available in the library reading rooms.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.rsgc.ac.in/Documents/Procedure_Policies.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

3885

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	**No File Uploaded**

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

Nil

File Description	Documents
Upload any additional information	**No File Uploaded**
Institutional data in prescribed format	**No File Uploaded**

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology	D. Any 1 of the above

File Description	Documents
Link to Institutional website	https://www.rsgc.ac.in/
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

Nil

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**
Upload any additional information	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

28

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

247

File Description	Documents
Upload supporting data for students/alumni	[View File](#)
Details of students who went for higher education	[View File](#)
Any additional information	**No File Uploaded**

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

0

File Description	Documents
Upload supporting data for students/alumni	[View File](#)
Any additional information	[View File](#)

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

3

File Description	Documents
e-copies of award letters and certificates	[View File](#)
Any additional information	**No File Uploaded**

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

Students with academic competencies are nominated as Class representatives and Students representative are nominated for Cultural, Sports, N.S.S, N.C.C etc. This is the form of the composition of the Student Council. Student Volunteers disseminate information from College administration and other

committees to all students. They assist the teachers in planning, organizing and executing various student oriented activities. They act as mediators between students and teachers to share, discuss and Solve their problems, if any and have free access to the Principal. Students actively participate in cultural activities by promoting our customs and traditions. They take initiative in organizing events as varied and diverse as Pongal celebration, women's day celebration etc. Students also take active part in conducting Days like Traditional Day, Teacher's Day, Farewell functions and also take the responsibility of maintaining discipline on the Campus. N.S. S is one of the active units in our college that enhances the social and interpersonal skills of the students. Students are involved in planning and executing the year long activities of N.S. S including the field work. Students also show lot of enthusiastic support in innovative practices and best practices of the college, that include participation in activities related to gender consciousness, gender equity, our college also takes pride in engaging the students in value- added courses that help in creating a socially, ethically responsible citizen. They also work as conscious citizens by promoting environmental awareness through preparation of projects and environment related activities. Students avail of the opportunity of developing the soft skills that enhance their employabilityand make them more confident and presentable. All these practices show the active engagement of our students in all the activities that can lead them to over all personality development and enhance their communicative and professional skills. On various committees of the college, the representation has been given to the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

5.3.3 - Number of sports and cultural events / competitions organised by the institution

3

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

Rajah Serfoji Government college was established with the motive to serve the society. From the very day of incorporation, the college has been trying to provide maximum facilities and welfare to its students. Hence, the alumni have been attached with the college with heart and soul. At present, in the college, the third generation is being taught which shows that lakhs of students at Graduate, Post Graduate and Doctoral level have passed out from this esteemed institution. As a result, although all the students may not directly contribute to the college's development, but the ex-students are associated in bulk with the college and are always eager and committed for its development. It is because of the mouth publicity and the alumni acting as ambassadors, that the college does not need any media advertisement for admission like other colleges in its locality do. Therefore we save 2-3 lakh per annum.There are innumerous alumni who are directly or indirectly contributing to the development of the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	**Nil**

5.4.2 - Alumni's financial contribution during the year

D. 2 Lakhs - 5 Lakhs

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

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Vision
1. To emerge as an Institute of Excellence in higher education.
2. To enrich, explore, enhance, experiment and excel in the
higher education of our students and create opportunities to
succeed.
3. To transform the lives of our students by creating and sharing
knowledge to meet the global challenges.
4. To provide value-based education which would develop the
younger generation to understand the finer aspects of life.
5. To act as a catalyst for positive change in the society.

Mission
Our mission is to educate the youth to achieve the following
statements:
1. To infuse discipline as a value among students.
2. To create a creative atmosphere to the students to think out
of the box and make their learning effective.
3. To encourage every student's ability to grow in his/her field
of capability.
4. To develop employable skills among students
5. To promote academic excellences and encourage research
activities and innovations among our students.
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File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	Nil

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

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Rajah Serfoji Government college has a mechanism of providing
operational autonomy at various levels to ensure decentralized
governance. The Principal in consultation with the Teachers'
Council nominates different committees for planning and
implementation of different academic, student administration and
related policies. Faculty members are given representation in
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various committees/cells/units. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. Following are the different subcommittees nominated by the Teachers' Council (2019-20):

- College Prospectus

- UG Admission Committee

- College IT Committee

- Library Development Committee

- UGC DST Project Monitoring Unit

- AISHE NIRF Data compilation Cell

- Discipline monitoring committee

- Fine Arts Committee

- Sports Committee

- Women's cell

- Canteen Monitoring Committee

- RUSA-Project Monitoring Unit

- Anti Ragging Committee

- Career Counselling and Placement Cell

- Grievance Redressal Cell (Samadhan)

- Income Tax (IT) Related Committee

Suggestions of non-teaching staff are considered while framing policies or taking important decisions. The institution promotes the culture of participative management at the strategic level, functional level and operational level. The Principal, governing body, Teachers council and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, discipline, grievance, support services, finance etc. Faculty members share knowledge

among themselves, students and staff members while working for a committee. The Principal interacts with government and external agencies faculty members maintain interactions with the concerned departments of the affiliating university. Students and office staff join hands with the Principal and faculty for the execution of different academic, administrative, extension related, co- and extracurricular activities.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	No File Uploaded
Paste link for additional Information	https://www.rsgc.ac.in/Documents/AboutUs/Strategic%20Planning.pdf

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

- **Digital Library**

In tune with the state of the art advancements in computer assisted language learning in higher education, themanagementtook an effective step to establish a digital library . The said digital library was established in the campus in the year-----. It was fully functional from the time it was made available to the students.

- It gives free access to more than 1,00,000 lakh books for both Ph.D.,/M.Phil research scholars as well as for the post graduates. As it is a member of INFLIBNET (Information and Library network of UGC), It provides a free access to peer reviewed / Scopus /indexed journals to all the research scholars of the institution for the optimum utilization of journals in the research context. For this purpose the management has given user ids and passwords to all the research scholars of the institution.

- It is open for all the working days. It is also accessible during vocation. Besides, a support group of students are

given responsibility to assist the new learners who visit the library. Students are given access to free down loading (i.e. the necessary pages from the list of journals)

- Virtual Lab

In tune with the growing advancements in e- learning, the virtual lab was established in the campus for all the science students of this institution. The primary aim was to assist the academically under-privileged and rural learners of the institution who join as research scholars in the science Departments. The very purpose was to facilitate the research scholars to do economical and cost effective research projects. Before doing the real research projects, the scholars have the advantage of doing the very same project in the virtual lab as a preview experiment or a model experiment. In fact, they could save the amount/cost required to purchase the amount of materials or equipment which may possibly be wasted in the real experiment, especially when it is done for the first time by the research scholars. Thus the virtual lab serves as a good platform for almost all the scholars who can't afford to spend so much money on their research projects in terms of purchasing materials/equipment for the said reason.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.rsgc.ac.in/Documents/AboutUs/Strategic%20Planning.pdf
Upload any additional information	No File Uploaded

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

The Organizational setup of the institution is inclusive of all the human resources that activate the functioning of the institution. The organizational structure of the college is divided into two main classifications viz Administration and Academic structures. The hierarchical order of the first division is the Ministry of Education, Directorate of Collegiate Education, Regional Joint Directorate(Dharmapuri) and the Principal.

The following statutory bodies are constituted as per UGC guidelines for the effective functions of autonomy.

The Principal

The Principal is the superior authority who delegates the authority into two channels. The first one is administrative side in which Bursar heads the office followed by the Superintendent and then by Assistant and his crew. On the other hand, second one is the academic side in which the Heads of the Department function under the principal. The heads are followed by the other faculty members adhering to seniority. Head of the Department is not a post but it is a designation. Member by virtue of his seniority occupies the position.

Governing Council

 Functions include

1. To submit proposals for starting new programmes of study.
2. To conduct exams, publish results, approve results, approve issue of mark lists, etc.
3. To fix fees and other charges payable by students.
4. To institute scholarships and fellowships
5. To make regulations for sports and extracurricular activities.

 Academic Council

Responsible

1. To scrutinize the proposals of BOS regarding course of study, academic regulations, curricula ect..
2. To make academic regulations regarding admission of students conduct of exams, and   to initiate measures for quality of teaching , student evaluation, etc,
3. To make and approve proposals for research'
4. To advise the Governing Council on all academic matters.

Board Studies

Functions include

1. To prepare curriculum for academic programmes.
2. To recommend syllabus texts.
3. To suggest mythologies for innovative teaching and

extension.

Finance Committee

It acts as an advisory body to the Governing Council to consider

- Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. And
- Audited accounts for the above. The teaching and non-teaching staff follow the UGC Regulations.

Staff Council

Staff Council contributes to academic oriented decision making, Autonomy given to departments to frame academic development programmes.

Academic Council

Similarly, academic decisions are discussed and finalized by the Principal in the Academic Council meetings and these decisions are implemented by various Academic Bodies comprising Heads of the Department and senior faculty members.

Head of the Department

Decentralization of power through the functioning of various Heads of the Department under the guidance of the principal, Heads of Department conduct meetings to discuss the activities of the college. Administrative decisions are taken by the Principal on the basis of the directions and rules of the Government of Tamil Nadu.

Office

Decisions are implemented by a team comprising of Bursar, Superintendent, Assistants, Junior Assistants and other lower grade staff.

The college is committed to providing quality education with computer skills to the poor with the government scheme of CLP.

File Description	Documents
Paste link to Organogram on the institution webpage	https://www.rsgc.ac.in/About/AboutRsgc.html
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Details of implementation of e-governance in areas of operation	View File
Any additional information	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

WELFARE MEASURES FOR TEACHING STAFF AND NON TEACHING STAFF

1. Employees Provident Fund as per PF rules
2. Encouragement faculty for doing part time Ph.D
3. Medi claim-Health Insurance
4. Maternity Leave
5. Medical leave
6. 24 hour power back-up (100%)
7. Wi-Fi facility.
8. Workspace
9. Computing facility
10. Canteen
11. Identity cards
12. Sports facilities
13. Post office in the campus

14. Water Purification Plant in Campus
15. Security in Service
16. Staff Co-Operative thrift Society
17. Co-operative society store
18. Festival Advance to Teaching and Non-Teaching Staff
19. Special Leave Sanctioned
20. Increment for Higher Education

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

Nil

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	View File

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

43

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

Rajah Serfoji Government college is an autonomous institution. All vouchers are audited by Accountants General (AG),Government of Tamilnadu every year. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the principal. The same process is being followed for the last five years. The accounts of the college are audited by chartered accountant regularly as per the government rules. All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels. The audited statement is duly signed by the authorities of the Government.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.rsgc.ac.in/Documents/Administration/Finance-Committee.pdf

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

Nil

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	No File Uploaded
Any additional information	No File Uploaded

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

1.Fees: Fees charged as per the university and government norms from students.

2.Salary Grant: The College receives salary grant from the State Government. For this, we prepare and send an annual budget of the estimated salary grant required to the state government. This grant includes salaries of the Full Time Permanent teachers and nonteaching staff as well as part-time teachers working on granted posts.

3. UGC Grants: Our College is under 2F and 12B as per UGC Act and Permanent Affiliation of the University. Sowe receive grants from the UGC for the development and maintenance of Infrastructure, upgrade of the Learning Resources and Research (including grants for Minor and Major Research Projects).

Our resource mobilization policy and procedures are as follows:

1. The institution set up a UGC Committees per the directions of the UGC given in the XII Plan.

2. The UGC Committee, in close coordination with the IQAC, monitors the mobilization of funds and makes sure that the funds are spent for the purpose for which they have been allocated.

3.The Purchase Committee takes care that purchases are done properly and in accordance with the rules.

4.The College Development Committee takes a review of the mobilization of funds and the utilization of these sources periodically in their meetings.

5.Regular internal audits from the Charted Accountant and external audits from the government make sure that the mobilization of the resources is being done properly .

6.The time-table committee looks after the proper utilization of classrooms and laboratories.

7. The Library Advisory Committee takes care that the resources in library are utilized optimally.

8. Botanical garden (Kurungadugal) is maintained by Rotary club of Thanjavur

9. Campus cleanness and its utilization is monitored by NSS

10. To ensure the optimum utilization of resources, the Principal issues directions.

Though the strategy for mobilization of the college funds is quite common in all the government colleges of Tamilnadu, our college has framed its special strategies that have been followed for the optional Utilization. Since education belongs to the concurrent list of the constitution.

The Central and State Governments

The Central and State Governments are the funding authorities based on the budgeted allocations. Strategies have been formulated to the funds mobilized to the college by the Directorate are met out systematically by the administrators. Funds sanctioned by the state government have been disbursed towards maintenance, development of the infrastructure, scholarship and medium fund.

University Grants Commission

UGC fund is also met out for infrastructure, Books, remedial measures, purchase of equipments, teaching aids, up gradation of lab etc.

State Council for Higher Education

TANCHE's financial assistance to student's mini project has been properly paid out and it gained its impetus to the college. The beneficiaries have been monitored by the heads of the department and the principal in the particular interval.

PTA, Alumini and sale of application

The college has also taken measures to increase the source of

income through PTA, Alumini and sale of application. It is planned that the amount collected by the PTA towards registration fee (60/student) has strictly been utilized for the welfare of the students themselves. Perspective plan has been formulated to utilize the fees collected from the students. Such fees have been maintained perfectly under two accounts. Personal Deposit Account (PD1)in the first category which includes students special fees, and fees collected for sports and library. Personal Deposit Account (PD2) forms the second category mainly for the purpose of University. These two accounts have also been maintained transparently by the authority.

- **The amount allocated by the bodies like NSS, RRC and YRC are expended as per the rules in force.**
- **The amount allocated to CLP is also properly spent and the balance amount is reimbursement by the University itself.**
- **The collection amount towards Flag Day is sent to the Ex-servicemen Welfare Association directly. All these things are transparently audited and also monitored by the college council in its meetings every year.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	https://www.rsgc.ac.in/Documents/AboutUs/Strategic%20Planning.pdf

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

- **Utilizing online platform for teaching -learning process.**
- **Collecting the academic/ non academic data from the departments through online mode.**
- **Quality checking at various levels and implementation of quality enhancement protocols.**
- **Framing guidelines for webinars and teaching online classes, also framed code of conduct for Students, Teachers and administrative staff.**
- **Conducting Online Induction Programme for the fresher**
- **To encourage the faculty members who contribute towards**

publication in web of science/ scopus/ UGC CARE
- Celebration of world Tourism day in Thanjavur
- Conducting one day seminar titled Curriculum Development and Design on 16th December 2020 to all the faculty members of our college.
- Preparation of proposal to start new programme B.Sc., Physical Education and B.A., History
- Formation of Research advisory committee and conducting Research scholars meeting on 14.12.2020.
- Conducting Webinar meeting of Various cells through online mode
- NIRF Ranking (2020) Analysis
- Review of Teaching and learning methods
- Upgradation of college website
- Data collection across the college for IQAC through online.
- Conduct of meeting of Various cells and initiation of various programme through online mode
- Conducting corona test in college campus
- Involving NCC students in Corona Duty at College Premises
- Conduct of Disaster Management Camp in the college
- Conduct of national polio camp in the college
- Review of Teaching learning methods by IQAC
- Awareness of Swayam Programme among the Postgraduate students
- Augmentation of Academic Infrastructure like seminar Halls, Audio visual room etc.
- Conduct of meeting to create awareness of Corona Prevention Measures
- Involving students to conduct Covidshield Vaccination Camp at Vallam in Govt. Elementary School in Thanjavur
- College Campus Cleaning
- Old Students Alumni Function and involving them for the development of the college.
- Conduct of National Science Day programme
- Celebration of women's day
- Conducting Need for Nuclear Energy
- IQAC-Research Methodology Programme
- Covid prevention awareness campaign through youtube channel
- Distribution of free mask to the students
- Review of student support programmes and Placement of students
- AQAR submission

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.rsgc.ac.in/Iqac/Reports.html

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Rajah Serfoji Government College believes in the academic, social, moral and cultural development of the students by acquiring inputs from all stakeholders. Interactions of teachers with parents during parent-teacher meetings of different departments come up with new suggestions related to the overall development of the students. Mentors and the Department monitor the attendance of students. If a student shows poor attendance, then parents are informed about the same and subsequently meetings are arranged by the college authority with the parents. In almost all cases, parents provide essential support and care to ensure proper administration and development of the college.

- The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process.

- The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed.

- Admission to various programmes, examination schedule and declaration of results are notified in the Academic Calendar.

- All newly admitted students have to compulsorily attend the Induction Programme, in which they are made aware of the philosophy, the uniqueness of the Education system, the teaching learning process, the system of continuous evaluation, compulsory core courses, various cocurricular activities, discipline and culture of the Institute. All students are provided with the Student Diary that provides all details relevant for students.

- Students are apprised of the Time-Table, Programme structure, syllabi of the courses before the semester commences.

- The HOD's and the Discipline Committee members make random

visits to ensure smooth functioning of classes.

- Class Committees are regularly conducted with students to take feedback and appropriate steps are taken to enhance the teaching-learning process.

- Feedback from students is also taken individually by teachers for their respective courses through IQAC. Students are also free to approach the Principal of the Institute for feedback and suggestions.

- Feedback is properly analyzed and shared with the Principal, HODs and individual faculty members.

- The teaching-learning processes are reviewed, and improvements implemented, based on the IQAC recommendations.

Major initiative taken during the academic year 2020-21

- Automation of Admission Processes - Provision for online fee payment
- Automation of Examination Processes
- Curriculum Development Workshops
- Green initiatives in Campus – tree plantation etc.
- MoUs with prestigious Institutes
- Digitalization of library

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.rsgc.ac.in/Iqac/Reports.html

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)	A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://www.rsgc.ac.in/Iqac/Reports.html
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

24 hour CCTV surveillance is maintained in the college. It helps to keep a check on antisocial activities. Students and other employees in the college too remain cautious about the surveillance. Discipline is also maintained and it also provides a sense of security to the students and even their guardians. Students wear identity cards at all times to ensure their identity. The institution takes good care of the students in every aspect.For security of the girls in the college campus and to restrict unwanted entry, proper boundary wall with fencing have been constructed. A well-equipped common room is available for the girls. There is a Discipline Committee in the institution to take care of safety and security of the students. It also keeps an eye on the working of all the employees as well as the activities of the students within the institution. A Women Grievance Cell also plays role actively to address the issues of all the female students in the college. Cell alo actively work on this issue outside campus also. Faculty advisors are assigned the responsibility of mentoring and counselling of the students boys and girls both. Each faculty advisor looks after the matters of a group of 25-30 students. If any problem is there both boys and girls are being counselled as per their requirements individually also. Awareness programs and workshops on gender sensitivity are regularly organized in the campus and nearby places by the students and faculty members to make them aware towards women issues in order to enhance women empowerment. The female faculty members, staff and students are informed about various laws and rights available for their empowerment. Female faculty members and students also play a very active role in the events and fests

organized by various committees and clubs of the institution. Girls students along with female faculty members are allowed to go on industrial visits, technical exhibition etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.rsgc.ac.in/Cells/WomenCell.html

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy   Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment

C. Any 2 of the above

File Description	Documents
Geotagged Photographs	View File
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Rajah Serfoji Government college has a clear established waste management system and is displayed in the campus for better awareness to all the stake holders. The effective waste management system implemented with the support of students, staff, cleaning staff, and with defined procedures. The Campus maintains a Green atmosphere with trees and other organic cultivations. It also reduces the soil erosion at the campus. The e-waste is limited in the campus by maintaining as own repair centre for computer and computer-based items. The computer maintenance and repair is centralized for better coordination and all the repair or non-operating complaints are streamlined through google forms and the report of the repair service is monitored.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geotagged photographs of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geotagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

B. Any 3 of the above

File Description	Documents
Geotagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy undertaken by the institution

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following: 1. **Green audit** 2. **Energy audit** 3. **Environment audit** 4. **Clean and green campus recognitions/awards** 5. **Beyond the campus environmental promotional activities**	**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.	**B. Any 3 of the above**

File Description	Documents
Geotagged photographs / videos of facilities	[View File](#)
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.

Different sports and cultural activities organized inside the college promote harmony towards each other. This establishes positive interaction among people of different racial and cultural backgrounds. There are different grievance Redressal cells in the institute like Student Grievance Redressal cell, Anti Ragging cell which deal with grievances without considering anyone's racial or cultural background. Institute has code of ethics for students and a separate code of ethics for teachers and other employees, which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities. We believe in unity in diversity that is why our students respect the different religion, language and culture. We feel the college is our second home and all faculties like a family member. Our students also celebrate the different festivals with joy and enthusiasm, which help them to implant the social and religious harmony. To represent Tamil culture, Pongal is celebrated in our campus. This creates the inclusive environment in the college and society.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

Constitutional obligations about values, rights, duties and responsibilities of citizens are the core structure of the nation. Every individual should realize, recognize and follow these convergent factors. It is necessary to sensitize the students and employees towards these obligations because they are playing a vital role in the national development. Our institution planned and implements these constitutional obligations in various levels to both students and employees by organizing different events and programmes.

Framing Course syllabi: Institution offered course papers like Value education and Gender studies, thus the students to realize the national, social, cultural, economical values and rights. Gender studies explored the equality of both genders and their responsibilities to the constitutional integrity.

Conducting Awareness Programmes:The Institution conduct various awareness programmes like environmental cleanup, Importance of Voting etc. for the sensitization of students and employees. In addition YRC,RRC and NSS units in our college conduct various awareness programmes like blood donation, tree plantation, First-aid awareness etc. and last two years lot of work has done for Corona virus awareness , testing and vaccination in our college campus also in outside. Thus these activities delivered the values of human beings, realize the duties, to know the rights of every volunteer and enhanced the responsibilities of students and employees.

Seminars and Invited Lectures: Seminars and Invited lectures on human rights, public health, etc. stimulate the student and employee duties and responsibilities.

National Festivals: The employees and students are encouraged by getting the special speeches delivered by senior faculty or invited guests.Republic day and Independence Day celebrated with eminent speech from Principal and other staff members about freedom fighters. These are to initiate the students and employees to know the values of freedom fighters , their duties, rights and their responsibilities and the way of follow them in the constitutional obligation

Departments organizing Educational field trips to important places to realize the students about cultural values and their

responsibilities to protect the natural resources. These trips acquired the knowledge of students and employees in different culture, socio-economic backgrounds,understanding of various social issues, leadership and communication skills. Employees and some of the students are participating in the election duties and create their social responsibilities

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized	**A. All of the above**

File Description	Documents
Code of Ethics - policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Rajah Serfoji Government College feels swollen with pride to celebrate national festivals, celebrate birth and observe death anniversaries of great personalities /national leaders / freedom fighters / philosophers and scientists. Important national days

and festivals are celebrated in college with participants of students, faculty members non-teaching staff and administrative staff. Independence Day and republic day are celebrated in a splendid manner in front of administrative building with the march past of NSS and NCC.The college celebrates Voter's Day, Women's Day, Geneva Convention Day, International Yoga Day and International anti-drug and anti-trafficking day. National science day, Aayutha pooja, Saraswathi Pooja, Pongal Christmas are celebrated in a impressive manner.The main focuses of these programmes are promotion of consciousness of communal harmony, respect for national pride, reverence to leaders, and commitment of imbibing qualities and valuing sacrifices of leaders, and inculcation among the students to spread the message of importance of our national rich heritage and the nation building process through soft-power and hard power capacity building.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

7.2.1 Describe at least two institutional best practices (as per NAAC) Format

Best Practice-I

1. Title of Practice: Digitalization of Library

1. Objectives of the Practice

- To enhance the level of accession to books by the users-students, Research Scholars and Teachers.

- To make the library transactions efficient, the fast and simple.
- To maximize the operational feasibility of library catalogue by incorporating multiple search options.
- To improve the accuracy of accounting and handling of library stock.

1. Context

The conventional methods and procedures adopted in the library management system were found to be inadequate to meet the demand and requirements of the students and the research scholars. So it was decided by the college management to digitize the library management services in order to enhance the efficiency and accuracy of the delivery of services.

1. The practice

- The link to the LMS application is provided in the college web portal rsgc.ac.in. all the users are provided with user ids sign up.
- Users can log in to the library portal with their login credentials.
- Users can search for books and journals using key words in their electronic devices. Lending and returning/renewing are carried out in the General and Department libraries.
- All users are provided with barcodes of their user ids. Barcode representing accession numbers are affixed in the books.
- The barcodes of the users and the books are scanned using scanners during library transactions.
- Usage reports are periodically generated or whenever there is a need for it.
- Management of library stock is made easy and simple.

Other important programmes are: -

Evidence of Success

- There is a marked rise in the demand for books by the users.
- Locating and accessing books become simple and easy.
- There is an increase in the number of students / who visit the library to enquire about books.

1. Problems Encountered and Resources Required

Problems Encountered

- Users faced some difficulty with the digital operation of the application in the beginning. However, users found it easy in the course of time.
- Since it is a user defined application, data on problem in operation could be collected only when users reported them.

Resources Required

- Computer infrastructure to provide e-learning content and digital resources to the users in a shared environment.
- Incorporating a surveillance mechanism (RFID/Camera) to contain misuse and theft of books
- Allocation of two permanent library assistant posts and one office assistant post.

Best Practice 2:

1. Title: Green and Clean Campus

2. Objectives of the Practice:

- To create awareness and social obligation relating to environment protection and its maintenance.
- Making campus clean and plastic free and other hazardous free substances.
- To transform the students physically fit,mentally alert and emotionally balanced.
- To integrate yoga, meditation, sports and cultural activities for the comprehensive educational experience.
- To train the students to adapt themselves for the changing

environment and social scenario.
- To fill the gap between professional knowledge and social life.
- To enable the students to obtain will power and mental strength through meditation utilizing the facility that the campus provides as an integral part of education.
- To develop the personality of the students interms of intellectual, physical and mental wellbeing.

3. The Context:

Rajah Serfoji Government College has been steadily marching ahead since its inception focusing on the overall growth of students, sustaining its core value of service, integrity, and discipline.The institution strives to make the students with healthy mind and healthy body. The Institute is very conscious towards conservation and safety of environment. The institute nurtures plants and greenery both inside and outside of the campus. All classrooms and Library of the Institute are well structured with natural illumination. It supports conservation of environment and joining the movement against pollution ozone layer depletion. Students' physical and mental fitness are challenged in recent times owing to the continuous exposure to the unrestrained social media. Therefore, sports, yoga and meditation have been the hallmark activities which are recognized as one among the best practices of the institution by the internal and external stakeholders. The institution believes that sports are indispensable constituent of the holistic education and it helps the students to develop social relationship, leadership quality and above all, the traits of a well-trained personality.

4. The Practice:

The college has always tried to make green and clean campus and continuous steps are taken towards it. From the various event and programs which tries to create environment consciousness making eco friendly environment.

The institution conducts association meeting in each department to upgrade environmental production. Activities such as quiz, essay writing, elocution, debates, group discussions etc., are held in order product the environment of the college.

To developmental strength, yoga is a valuable practice followed since India's ancient period. It embodies a holistic approach to

health and well-being.

Above all, the green campus with different varieties of trees provides a splendid ambience and plays the role of a teacher who facilitates the students with social values.

5. Evidence of Success:

The college has NSS, Green club, NCC, YRC, Alumni Association, environment club, Clean Thanjavur club which conducts activities related to green and clean campus. A large numbers of tree species have been planted in college campus for making the green campus.

Protest-free campus and gender amity with zero harassment environment

Alumni Association , Rotary club, NSS students have planted 500 samplings in the campus and they have created a small forest behind the administrative building .In recent times, students have designed a campus clean drive under Swacchata Bharat Abhiyaan.

The college has a dream to make such awareness throughout region, state and national level that will need public participation and government funding. We do have several other best practices like Free of cost Dress Code with ID, Scholarships to toppers from college trust etc.

6. Problem encountered and resources required:

- Need more financial assistance to provide best equipment to the keep the campus clean and green.
- To address this issue, additional financial support is required to provide more facilities in the campus.

File Description	Documents
Best practices in the Institutional website	https://www.rsgc.ac.in/Documents/Institutional_Best_Practices.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Rajah Serfoji Government college has always given priority to the education of underprivileged students from rural area to empower them. The institution stresses on Outreach programmes and inculcates in its students an awareness of the value of a holistic education and empathy for the less privileged sections of society. Social service is a compulsory component for all students. An active NSS and Social Service Cell organize outreach programmes for the student community. The Vision of the college is fulfilled through a safe and positive environment to learn and grow. All the members of the college, which includes the principal, teaching faculty, nonteaching staff and students, experience a secured environment. The interest of all stake holders are safe guarded through strict implementation of the policies related to admission, recruitment of teaching and non-teaching staff, reservation policies, enabling environment to differently-abled students and systematic accomplishment of academic and administrative responsibilities. Newly admitted students/scholars are given orientation programmes. Skill Development programmes are conducted to encourage the students to undertake competitive examinations. Common facilities are upgraded to add latent value to the student-life which includes Placement Cell, Anti Ragging cell, students redressel cell etc.

File Description	Documents
Appropriate link in the institutional website	https://www.rsgc.ac.in/About/Distinctiveness.html
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Applying for NAAC Assessment and Accreditation fourth Cycle
2. Strengthening Research Environment: Guide and expedite the faculty to publish research papers in scopus, web of science and UGC- Care indexed journals.
3. Enhance ICT facilities for teaching-learning: To train and facilitate usage of ICT facilities, create e-contents and practice different teaching pedagogy in the classroom.
4. Industry-academy collaboration: To encourage collaborations with Industry / institution for introducing certificate / add-on courses, seminars, guest lectures, conferences, field/industry visits and encouraging internships and

projects for enhanced experiential learning

5. To create facilities for the instant display of internal marks in the college website.
6. To create Online Student Attendance System.
7. Providing web portal for the faculty members to post the internal marks.
8. Construction of more number of Class Room.
9. With a positive note the institution desires to equip and orient the teaching faculties by sending them for UGC Sponsored refresher and orientation programmes.
10. More numbers of teaching staff will be given opportunity to enroll in PhD Program and essential steps will be undertaken to enhance research culture.
11. More number of seminars, workshops and intellectual interactions are to be organised for capacity building of the faculties and to provide opportunity to the students for ability enhancement.
12. To Start Cyber crime club to avoid cyber crimes in the campus.
13. Beautification of college campus by alumni association of the college.
14. Giving more importance to sports and cultural activities.
15. To integrate all the activities in the examination cell through Examination Management System (EMS)
16. To generate semester Application Using EMS Automation
17. To create Payment gateway for the payment of fees.
18. To enable the students to download the hall tickets and results online.
19. Applying for NAAC Assessment and Accreditation fourth Cycle
20. Strengthening Research Environment: Guide and expedite the faculty to publish research papers in scopus, web of science and UGC- Care indexed journals.
21. Enhance ICT facilities for teaching-learning: To train and facilitate usage of ICT facilities, create e-contents and practice different teaching pedagogy in the classroom.
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