



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

Institutional Best Practices

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, non teaching 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.

The CoE office has instituted a number of practices for a smooth functioning of exams and to assist the students with any requirement:

1. Special provisions for Differently-Abled students have been created for their benefits. They are given separate rooms with adequate facilities for writing the exam and also additional time of one hour. No exam fees is collected from the differently abled. Scribe assistants are offered individually for all the exams written by the Differently Abled.
2. Exam fee is waived to transgender students also.
3. No SC/ST student gets debarred from writing semester exams for the nonpayment of the examination fees in time.
4. The best answer scripts, scoring the maximum marks, are identified by the evaluators and a copy of it is displayed in the library for the benefit of the students.
5. All previous years' question papers are made available in the college library.
6. A copy of all the M.Phil. Dissertations submitted to the Controller of Examinations, is sent back to the Central Library for the students' reference.
7. When the difference of marks is 10 or more of the total score, the fee paid towards revaluation will be refunded.

8. Centralised examination and valuation system even for the internal assessment tests like mid semester examinations and end semester examinations.

Green Practices by CoE office:

In an attempt to make the COE office as a paperless one, the below mentioned green practices have been adopted by the office of the Controller of Examinations:

1. Only paper and cloth bags are used examination purposes and usage of polythene bags and plastics are eliminated.
2. All notices are sent through online, thereby reducing use of papers
3. Single page used sheets are reused for printing purposes
4. The number of sheets in the answer booklet has been restricted thereby minimizing the damage to the nature.
5. All examination applications are made only online.

ಶ್ರೀಮತಿ. ಅನಿತಾ
PRINCIPAL,
ನಾಜರಿ ಸರ್ಕಾರಿ ಕಾಲೇಜು
(Autonomous)
ಬೆಂಗಳೂರು - 560 005