YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Dr. S. R. K. Government Arts College, Yanam
• Name of the Head of the institution	Dr. V. Bhaskar Reddy
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	08842324123
• Mobile No:	9440127967
• Registered e-mail	srkartscollege@gmail.com
• Alternate e-mail	iqacyanam@gmail.com
• Address	Dr. Sarvapalli Radhakrishanan Government Arts College, Pillaraya Street
• City/Town	Yanam
• State/UT	Puducherry
• Pin Code	533464
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**Pondicherry University**
• Name of the IQAC Coordinator	**Dr. T. Prasad Rao**
• Phone No.	**08842321282**
• Alternate phone No.	**08842324123**
• Mobile	**9701117324**
• IQAC e-mail address	**iqacyanam@gmail.com**
• Alternate e-mail address	**srkartscollege@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.srkgacyanam.edu.in/userfiles/AQAR%202019-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.srkgacyanam.edu.in/userfiles/Academic%20Calendar%202020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B**	**2.32**	**2015**	**15/11/2015**	**15/11/2020**

6.Date of Establishment of IQAC	**25/03/2013**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**NIL**	**NIL**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	2	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the 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)

NAAC Orientation: Conducted NAAC orientation workshop to all teaching and non-teaching staff of the college by the IQAC and NAAC committee members on seven criteria of NAAC assessment process on 30.07.2021.

Preparation of Self Study Report: started the process of preparing Self Study Report (SSR) to be submitted to NAAC for the third cycle of reaccreditation which is due in November. 2020, with the assistance of NAAC Committee members of the college, under the guidance of senior faculty members and college management.

Collection of Feedback: feedback from stakeholders (Students, Faculty and Parents) was collected, analyzed and reported to the Head of the Institution with recommendations for initiation of appropriate activities/measures at various levels.

Periodic meetings with stakeholders: To smoothen the coordination process in the College, the IQAC held periodical meetings/discussions with faculty, non-teaching staff and student societies. The objective of such meetings was to apprise the constituent units of the college of the functioning of the IQAC and to enhance the feedback and coordination process. This also facilitated the timely collection of data pertaining to various activities of the departments and enabled IQAC to execute its function of centralizing key information of the Institution and ensuring proper documentation of activities/programmes in the College.

Increase use of ICT in the teaching-learning process: Faculties are encouraged to use ICT tools for the conduct of online classes to the students during the period of pandemic crisis and lock-down. All the faculty members started taking classes through online platforms and many had undertaken short term courses in use of ICT, to enhance their skills and adapt to new technologies. Faculty members also utilized lock-down period by taking up many online Programmes. Faculty in all participated in 340 seminars/workshops/webinars/conferences at various international and National levels, 45 FDPs, 02 Orientation Courses and 13 Refresher courses from various institutions both online and offline. Department of Commerce organized a Webinar series of 7 lectures on various topics in association with IQAC.

12.Plan of action chalked out by the IQAC in 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
Development of curriculum planning at institutional, departmental and individual faculty level.	Steps were taken for the preparation and implementation of Annual plan, Departmental plan and individual teaching plans in accordance to Programme and Course outcomes.
Encouraging the staff to take Short term courses and Faculty Development Programmes.	Faculty in all participated in 340 seminars/workshops/webinars/ conferences at various international and National levels, 45 FDPs, 02 Orientation Courses and 13 Refresher courses and 18 short term course/workshop etc. from various institutions both online and off line
The proposed to start new Courses namely B.Sc Botany and M.Sc Zoology in the college from the new academic year 2020-21.	Two new programmes B.Sc Botany and M.Sc Zoology were introduced in the college from the academic year 2020-21.
Improvement of infrastructure in the college.	Renovation of library, Reading room, Canteen, Open Gym on the roof top, Painting of building and development of new laboratories for Chemistry, Zoology and Botany. Increasing wifi and internet facilities in the campus.
Preparation for 3rd Cycle of NAAC Reaccreditation.	AQARs of five years were submitted and preparation of Self Study Report is initiated by the college NAAC Committee.

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
IQAC Committee	07/01/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	30/03/2022

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	293

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	579

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	166

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	190

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	**34**

File Description	Documents
Data Template	[View File](#)

| 3.2

 Number of Sanctioned posts during the year | **35** |

File Description	Documents
Data Template	[View File](#)

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**27**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**18.48298**
4.3 Total number of computers on campus for academic purposes	**60**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Pondicherry University: The College is affiliated to Pondicherry Central University. Syllabus framing of theory and practical courses is structured by Board of Studies (BOS) of Pondicherry University, Puducherry. Similarly, for every topic, weightage of lectures is also duly assigned by BOS.

Head of the Institution: Head of the Institution/ Principal arranges for a staff meeting in the beginning of each semester, where work is assigned to each faculty. The principal also explains about the

role, duties and responsibilities of each faculty with respect to curriculum. Calendar of events for the year will be prepared in accordance with the Pondicherry University schedule and Government of Pondicherry holidays list. The College has meticulously drawn the programme outcomes (PO) in general and programme specific outcomes (PSO) in specific for each program offered by the college.

Head of the Department/Discipline or Subject: The Heads of the Departments hold the entire responsibility of their respective departments. The Head of the Department will hold staff meeting at the start of academic year/ semester for the allocation of the papers / course and work load distribution is done. Guest faculty are recruited for excess work load. The Head of the Department will monitor the academic progress of the department and ensure that each faculty member adhere to university norms and follow the Action Plan and lesson plan as decided in the meeting.

Faculty Members: Each faculty member prepares lesson plan / course handouts detailing the course outcomes and time frame for the timely completion of syllabus for every semester. Classes are held according to the schedule under the supervision of Head of the departments. For the effective delivery of curriculum, various teaching methods are applied based on the requirement of the subject or topic. Both conventional and advanced teaching-learning aids are used in delivering the lesson, such as Chalk and Black board method and ICT-enabled teaching-learning methods.

For the assessment of performance of the students, class test, internal exams and class room seminar will be conducted. To enhance the knowledge of the students, assignment will be given. Basing on the performance of the students, remedial classes are conducted. The internal assessment is given the weight-age of twenty-five to forty percent varying for U.G and P.G programmes in the final evaluation of the course work. The internal assessment of the students are solely assessed on the performance of the student. Departments maintain the detailed record of the classes and assessment. Faculty members will actively take part in the exam invigilation and valuation work of the affiliated university.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.srkgacyanam.edu.in/information?page=5c5e76723c3f7

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Being an affiliated college, Dr. SRK Government Arts college strictly followed the academic calendar prescribed by the Pondicherry Central University, Puducherry. Apart from University guidelines, like all other years, the college Calendar committee in coordination with the IQAC prepared the annual college calendar for the academic year 2020-21 too. The calendar prescribes detailed information on rules and regulations and the code of conduct for the students. Moreover, it has details of events to execute, related to all the curricular, extracurricular and co-curricular programs and activities. The calendar is uploaded in the official website of the college and guided students to follow.

As the academic year 2020-21 start amid the covid19 pandemic and lockdown, the Principal while conducting meeting for forming of different committees at the beginning of the academic year gave emphasis on following all Covid19 related SOP in conducting various curricular, co-curricular and extra-curricular activities. Moreover, all faculty and department HODs suggested to conduct events on virtual mode only, as regular classes were suspended.

As a part of a sound educational strategy, the institute continuously taking efforts to improve the performance of students by framing significant reforms in continuous internal evaluation. Following measures were taken up during the academic year:

1. Unit Test /Internal test is conducted once a semester
2. Topic-wise question banks are provided to the students by the concerned department.
3. Students are encouraged to solve previous yearUniversity Examinations Questions Papers.
4. The institute conducts group discussions, seminars, oral examinations, open-book tests, etc. brought to the notice of the students well in advance.
5. Result analysis is done by the respective faculty after Continuous Internal Evaluation (CIE) Tests based on course outcomes.
6. Assignments, project works, etc., as the part of internal assessment.

Covid19 pandemic made the physical mode of teaching and evaluation near impossible. Hence, our college opted to a virtual mode by adopting various online tools and platforms like google classroom, online MCQs test, online group discussion and students uploading of

their Unit tests in Google forms etc. were taken up. As per the government and University guidelines attendance was not included as one of the criteria for Internal Assessment evaluation this year. However, all faculty members took good care to communicate all students including slow learners and of those not having access to online platforms like smartphones, the internet etc.

The performance of the students is monitored by the Head of the Department and faculty members and the necessary feedback is given to the concerned students on each session.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.srkgacyanam.edu.in/userfiles/1_1_2%20Scheme%20of%20Continuous%20Internal%20Evaluation(2).pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

9

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

211

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

211

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Being an affiliated college, the college strictly follows the curriculum prescribed by the Pondicherry university. Dr. S.R.K Government Arts College, Yanam integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum and Co curriculum activities to bring about all-round development of students as a responsible citizen of 21st Century.

Gender equality: Gender related issues are being addressed in the selection of topics for various courses in Languages and in Economics modules. Gender sensitisation is carried out in co-curricular activities like debates, elocution, invitational lectures etc. organized by Women Empowerment Cell and Anti -sexual Harassment cell.

Environment and sustainability is a part of the foundation and compulsory course. Environmental Studies is studied by all students of first year in second semester as a compulsory course for two credits, which was introduced in 2017-18. Various departments offer courses related to environment, such as Economics of social sector and environmental issues, Environmental Economics in B.A Economics; Industrial Chemicals and Environment in B.Sc Chemistry; Renewable Energy and Energy Harvesting in B.Sc Physics and Biodiversity of Chordates and vertebrates in B.Sc Zoology. Eco-club, Waste Management committee and NSS organize various activities to create environmental awareness among the students and local community.

Human Values are imparted through a compulsory course of Public Administration of two credits, to be studied by all students in the first year. Society and Economy is the other paper offered by Economics department, which deals with Human values and economic discipline. Animals and Human welfare course in Zoology highlights the value of animals in the welfare of the human society. National Service Scheme (NSS), Cultural and literary clubs of the college takes up activities like Celebration of Constitution Day, Human Rights Day, AIDS Day, etc. to promote human values among the young minds.

Professional Ethicsare imparted through various courses offered in Economic and Commerce Departments, namely entrepreneurial developmental practices.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

4

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

85

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	**B. Any 3 of the above**

from the following stakeholders Students Teachers Employers Alumni	

File Description	Documents
URL for stakeholder feedback report	[View File](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View File](#)
Any additional information(Upload)	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://srkgacyanam.edu.in/pages?name=6096617654982

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

333

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

81

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Students admitted to the college belong to rural background and weaker economic section of the society. Some students continued their upper secondary education in the vernacular language. Based on the students' academic performance in the tests/seminars/assignments, fundamental knowledge and understanding of concepts slow learners and advanced learners are identified. Advanced & Slow learners are identified through their performance in examinations, interaction in class room and laboratory, their fundamental knowledge, concept understanding and articulation abilities etc.

Even though the outbreak of Covid- 19 created many obstacles for the smooth progress of the education, our college has taken different steps to overcome it. Virtual classrooms are held online but the problem is that some of the students do not have the access for mobile phones.

Mechanism for Identifying Advanced Learners and the Methodology Adopted for:

The Institute promotes independent learning that contributes to their academic and personal growth. Advanced learners are honed to build their capacity and widen their knowledge by providing challenging topics, case studies, critical problems etc. Guest lectures are arranged to create awareness and to throw light on research activities. They are also encouraged to enroll in MOOCS & SWAYAM courses. The advanced learners are further motivated to participate in virtual Conferences and Workshops as per their interest. Relevant and useful material is posted through WhatsApp & Google classroom to crack competitive exams.

The advanced learners are further motivated to participate in National/ International Conferences, Workshops, Essay Writing,

Elocutions and Drawing Competitions as per their interest. Counseling is provided for the advanced learners to take up competitive examinations. The advanced learners are being given an additional care for the betterment of their performance, based on the nature and interest of the student as per the changing scenario. Thus, measures have been taken like intellectual stimulation through independent projects and assignments, asking deeper questions to go from factual to the conceptual, an access to books in the library and special guidance to inspire the students to crack competitive exams.

Mechanism for Identifying Slow Learners and the Methodology Adopted for:

Students who cannot learn at an average rate from instructional design and learning materials that are designed for all students in each course and based on the mere performance in the internal tests are identified as slow learners.

Considering the rural background of Yanam, separate steps have been identified to develop the learning abilities of the students. The student mentors assess the nature of the students' problems and then motivate them in a friendly way to reach their academic goals. Simplified material is provided to them as part of developing their performance.

Apart from the regular classroom teaching, periodic remedial classes are organized for clarifying doubts, re-explaining of critical topics for improving performance and special classes are held for their improvement. Slow learners who are not able to manage with the teaching in regular classes, are assisted through clarification of their doubts, revising important concepts and extra assignments to strengthen their learning. Majority of the students approach the instructor for clarification of doubts at their respective staff rooms.

Apart from this, the slow learners are encouraged to participate in extracurricular activities as per their area of interest. The above-mentioned exercises have proved to be fruitful in improving the performance of the students.

Apart from this Career Guidance & Placement Cell of our college organizes several programs for the development of skill- set among all the learners.

File Description	Documents
Link for additional Information	https://www.srkgacyanam.edu.in/information?page=615981fbe7f6f
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
579	34

File Description	Documents
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

This institute implements many students' centric methods to empower the learner meet their learning goals and accomplish academic success with required skillset. Methods such as experiential learning, participative learning and problem solving are used at different stages and levels to enhance learning opportunities to the students.

This time, due to Covid-19, special focus is made by following the SOP prepared by Government of Puducherry, such as dividing the students into small batches, giving the instruction online, posting the material online etc.

Experiential Learning:

Under this realm, students are encouraged to participate in different activities. Experiential Learning is the process of learning by doing. The well-equipped laboratories provide ample opportunities for the students to learn by doing. The students take part in the experiments, get clarify the doubts and obtain hands-on experience. By engaging students in hands-on experience and reflection, they are better able to connect theories and knowledge learned in the classroom to real-world situations. This helps the learner to better understand the course material and also boost the self-confidence and leadership skills. Department of Economics send

its stakeholders on field visit to get inputs on Economics of Insurance.

Participative Learning:

As a part of participative learning, activities like mini projects, quiz contests, declamation contests, essay writing & drawing competition, intercollege competitions, poster making competitions etc. are held. Students are segregated into small groups and are assigned with one of the aforesaid activities. This initiative promotes team spirit, co-operative learning and inter personal skills.

Department of Botany instructs the students to take up a project work on waste management. Suitable instructions are given for the students to prepare eco-friendly products by using the waste materials available in and around Yanam. World Wetland Day is observed by the departments like Zoology and Botany.

Department of Economics gives a project work on Development of Entrepreneurship in the VII Semester of UG. This strengthens their outlook and enable team building skills. Apart from this, Discussions on Budget is held in the department soon after the finance minister Introduces it in the Parliament.

Language departments encourage the students to develop life skills and literary skills through assignments, essay writing and speaking activities. Literary Club, Ek Bharat Shreshta Bharat Club and Fine Arts Committee encourage the students to exhibit their innate talents in terms of arts, cultural activities, communication skills and life skills.

Important days like National Science Day, Mathematics Day, Teachers' Day, Independence Day, National Voters Day, NSS Day, NCC Day, Sadbhavana Diwas, National Integration Week and the like are observed in the college. Students also participate in Blood Donation Camps, Swachh Bharat Abhiyan, Village adoption, Natural Disaster Management in order to make the students responsible citizen.

Problem Solving Methods:

Department of Mathematics initiated several problem-solving methods to the students. Apart from this, every department conducts quizzes periodically to assess the critical and logical thinking skills of the students.

Department of Computer Science encourages its students to learn programming skills. Case studies are given in terms of programming that would enable the students with technical skills, analytical ability and problem-solving ability.

The above said student centric methods helped the students for their all-round development to face the real challenges in life. These methods have transformed the passive learner in to an active participant in both curricular and extracurricular activities.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.srkgacyanam.edu.in/information?page=615be22735b35

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

As technology has become an integral part of everyone's life, Dr. S.R.K.G.A.C has also implemented Information and Communication Technology enabled teaching for effective teaching and learning process. The college has made sustained and continuous effort to shift the focus from teacher centered pedagogy to learner centered pedagogy. The college provides moderate ICTs and other technological power tools for the use of teachers and learners. In addition to the chalk and talk method of teaching, the instructors are using the ICT enabled learning tools such as PPT, Video clippings, Audio system, online sources, to expose the students for advanced knowledge and practical learning.

Due to Covid-19, the Directorate of Higher and Technical Education, Puducherry, has provided G-Suite to the faculty members with the intention to reach the students online. As a result of this google classroom is created to meet the learners virtually. Other platforms like Zoom, Microsoft Teams etc. Links are shared by the faculty members in the WhatsApp groups. Tests are held online.

Students have formed their WhatsApp groups to promote effective peer learning. The students use the same to upload and exchange their work, assignments, educational videos and information and thus collaborative online thinking is promoted.

Each department encourages the students to install various apps.

from Google Play store that aimed to facilitate the process of learning. Stakeholders of Chemistry discipline downloads the apps. Like Chemsketch and Chem Bio draw. Department of Mathematics suggests the students to go for using online tools like Symbolab, eMathHelp, Wolfram Alpha to get graphical representations, detailed solutions and additional properties of different problems. As a part of acquiring technical skills, the students also use computers while learning MATLab and SCILab programs.

The students are allowed to use mobile phone whenever required as per the instructions of the course instructor. Department of English uses video clippings to the students for better understanding of drama and poetry. In addition to this, proper instruction is given to the students to download certain apps. on Google Play store like dictionaries and other useful apps to develop language skills. Some links are provided to the students to do exercises on grammar and functional English. All the departments use PPT and videos for better comprehending the concept. Quizzes are held with the aid of ICT tools.

Faculty members take the aid of PPT to facilitate the process of learning. This enables the student to better understand the critical concepts. Students also use PPT while participating in seminars. The well-equipped computers in Computer lab help the concerned students to better understand the C Programs. As the campus is Wi-Fi enabled, students have access to online websites for remote knowledge and other resources. Department of Computer Science created Digital Awareness Program to all the students.

ICT tools are used to telecast the live streaming of some of the programs of the Union Government like the message of the CEO, Election Commission of India on National Voters Day. The Literary Club of our college shows some inspiring video clips and movies for better understanding the society. Awareness on drug addiction and other social taboos are shown to the students in the form of PPT/ Videos with the help of ICT tools. Thus, it becomes a fruitful experience for the student to gain diverse knowledge with the help of ICT tools.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.srkgacyanam.edu.in/information?page=60964dc7d58da

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

27

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

34

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

21

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

332

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

As this institute is affiliated to Pondicherry University, Puducherry it implements the rules and guidelines for evaluation process, set up by the affiliating University and are communicated to students at the beginning of first year of their academic program and through web links. The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time.

The university norms relating to course-wise examination pattern are communicated to the students through the college calendar. The university circulars in this regard are circulated to the faculty members and students time to time and are also displayed on the notice boards for students. Slow learners are permitted to improvise their marks by redoing the experiment if they have scored low. Heads of the departments are fully empowered to suggest the re-assessment of the total marks by the approval of department committee.

For effective understanding of the evaluation process, the faculty members give course-wise instructions about unique features of internal/external evaluation of that course. Changes in schedules, patterns, methods if any, are immediately notified to the students through notice boards and also through classroom briefing by the concerned subject instructors. Internal examination schedule is either circulated to each department or displayed on notice board in advance.

Tests are conducted regularly as per the schedule announced by the course instructors. The weightage for the unit tests varies as per the concerned faculty. Personal guidance is given to slow learners after their assessment. Students appearing for Second /third year are asked to deliver the seminars of the concerned subject. Changes in schedules, patterns, methods if any, are immediately notified to the students through WhatsApp, Google Classroom etc. by the concerned subject instructors. Internal examination schedule is also posted through the above sources. For transparent and robust for internal assessment, the following mechanism is used.

Question Paper Setting: It is made keeping in mind both the quick and slow learners.

Conduct of Examination: In order to reflect appropriate behavior, suitable instructions are given to the students. The exam is held in a conducive environment.

Preparing Scheme of Evaluation: The scheme of evaluation is prepared and put it up on the notice boards.

Result display: After the answer scripts are distributed to the students, the results are displayed on the notice boards.

The course instructor interacts with the students to reflect on their performance and offers suggestions to get the desired output.

The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the student towards learning and attending the classes has been also increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development. The seminar presentation improves the communication skills of the students which is very essential to face the interviews.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://srkgacyanam.edu.in/userfiles/1_1_2%20Internal%20Marks%20list%202020-21.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Mechanism for Resolving Grievances of Internal & External Examinations:

The course instructor briefs the students in the classroom about their attendance and performance in the internal examinations, periodically. It is a practice of the college to show internal examination answer books after evaluation to the students in the class for self-evaluation. Students are free to interact with the teacher to resolve grievances if any, regarding the assessment. Answer sheets are shown to all the students and answers are also discussed with the students. After satisfaction, students put their signatures on the answer sheets.

The schedule for the internal examinations is informed to the learners well in advance by the course instructor/ HOD. The information is also posted through WhatsApp/ Google classroom.

If any student misses the opportunity to take Internal test due to a valid reason, re-examination is held for those who intimated the reason to the Course Instructor/HOD/ Principal over phone or in writing. The mode of the test for the absentees is purely based on the discretion of the concerned Course Instructor/ HOD. Before sending the Internal marks to the examination section, the results are displayed on the notice boards. Even the spelling of the names is verified before finalizing and allotting the marks. The written answer scripts and assignments are preserved separately, academic year wise, for a period of time.

Student related issues like Internal examination marks and attendance are addressed within a time limit of 6 days either by the HOD/ Principal. Issues will be identified & sorted out. Recommendations will be forwarded to the department internal committee. Sufficient time is given for the students to respond to the display of marks. If they are not satisfied, they can represent it to the higher authorities of the college by pin pointing the

shortcomings. Such type of incidents never arises so far.

If any student has grievances related to the external examinations, the students can represent the problem I writing to the Principal cum Controller of Examinations. Then the principal forwards all the grievances through an official letter by speed post to the Controller of Examinations/ Deputy Registrar (Examinations), Pondicherry University, Puducherry for necessary action. The necessary follow up is made in such a way that the problem is resolved by the concerned authority within a time limit of one month. A separate Register is maintained for tracking the status of the grievance.

Practical Examination:

The internal/ external examinations are also conducted for practical courses. Evaluation is done with transparency based on different parameters like Teachers Assessment, Practical Records, Performance and Viva-Voce. External examiners for external lab examinations are allotted by the university.

Mini Project Work:

This is for strengthening the personality and overall development of the students. Students are asked to come up with further ideas to learn new knowledge and expertise. Seminars and Project Works enrich students' skill set.

Thus in Dr. S.R.K. Govt. Arts College has the above said mechanism to deal with examination related grievances. The problems are solved expeditiously by forming committees by the principal of the college.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.srkgacyanam.edu.in/information?page=60964f1a983b9

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Dr. S.R.K. Government Arts College has adopted outcome-based education which is a student-centric education model that maps and

measures students' performance at every step. The Program Outcomes, Program Specific Outcomes and Course Outcomes are the essential part of the education system. POs, PSOs and COs for all programs offered by the institution are stated and displayed in the website of the institution. They are stated and communicated to the students and teachers in a well-planned manner.

The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

- The importance of the learning outcomes is discussed and communicated to the teachers in the Departmental Staff Meeting and IQAC meeting.
- The concepts of POs, COs and PSOs are communicated to the students at the time of freshers' orientation program for the I year Students and during class hours.
- Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students.
- The first few hours of each course highlight the POs and COs of the course and at least three hours are spent by the teachers for introducing the subject to the students.
- Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are uploaded on the Institution website for reference.
- Students are directed to visit the website of Pondicherry University to know the course structure.
- Learning Outcomes of the Programmes and Courses are displayed on the notice boards of each department.
- The Course Outcomes are usually chalked out by the BOS of Pondicherry University. However, depending upon the contemporary requirements, the additional inputs are prepared at the departmental level. The head of the departments along with the subject colleagues discuss the aspects at the beginning of the semester and decide upon the COs.
- While teaching each unit and after completion of the unit, the course outcomes are reviewed.
- Test are held periodically to verify whether the learners are reaching to the expected outcomes.
- By the end of each test/ assignment/seminar, the assessment is made to measure the COs and POs by the concerned instructor.
- The parents are informed about the POs and PSOs at the time of admission and PTA meetings.
- The subject experts are invited as guest lecture to address the students on the recent trends and developments in their field.

- Faculty members are encouraged to attend online/ offline programs offered by various institutions to gain further knowledge and awareness on Teaching Pedagogy.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://srkgacyanam.edu.in/pages?name=5c5d1d92da376
Upload COs for all courses (exemplars from Glossary)	[View File](#)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Dr. S.R.K.G.A.C. has adopted Outcome Based Education mechanism to ensure the attainment of COs and POs. The objective and outcomes are properly mapped for testing and evaluation of students so that PSO's are attained through the competency mapping in terms of knowledge and skills. As the college is affiliated to Pondicherry University and the external examinations evaluation is done outside, only the marks of Continuous Internal Assessment is considered to measure the attainment of COs and POs in different courses.

Measurement for the attainment of POs, PSOs and COs is done through formative and summative methods. In this regard, Direct Assessment methods is followed. Continuous and comprehensive evaluation is done regularly to know the attainment. Internal Examinations are scheduled by the teachers and after the valuation, the analysis is done after which the strategy for improvement is made. Seminars and Paper Presentations are organized and each student is made to participate compulsorily in these. The following tools are used in Direct Assessment methods

1. Internal Tests
2. Assignments/ Seminars

The score of this assessment is taken into account for evaluation CO's. Internal assessment is the requirement of the continuous assessment and is essential for the fulfillment of the COs and PO's

Pondicherry University has already laid down the rules for assessment of Internal Examination and External Examination of each course. Some courses have the weightage of 100 marks (25 for Internal Assessment & 75 for External Assessment respectively) and

some courses have the weightage of 60 marks (10 for Internal Assessment & 50 for External Assessment respectively). The attainment COs is measured only for the courses which have the weightage of 25 marks as Continuous Internal Assessment. There are some courses which have the Internal weightage of only 10 marks. Such courses' attainment of COs is not measured on a sheet of paper but orally and directly by the concerned course instructor.

The courses which have the weightage of 25 marks are assessed as per Pondicherry University regulations. Depending on the course outcomes, the number of tests and assignments/ seminars are planned and implemented by the course instructor. For this purpose, 20 marks are allotted. The remaining 5 marks are allotted for the percentage of attendance obtained by the student. These five marks are given to the student as per the rules laid down by the university. To ensure students participation in the classes, the rule of 75% compulsory attendance to qualify for writing the examination of the courses is followed strictly.

The attainment of COs and POs are measured only for remaining 20 marks. The question papers and assignments are prepared in such way that they cover all the Cos. For attainment of C0s, the calculation is done from the following way. If a student scores 50% and above (for UG), and 60% and above (for PG), s/he deemed to be attaining the C0s.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://srkgacyanam.edu.in/pages?name=5c5d1d92da376

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

173

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://srkgacyanam.edu.in/information?page=5c53f111a4083

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://srkgacyanam.edu.in/userfiles/Student's%20Satisfactory%20Survey%202020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

1

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

9

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

15

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college believes in bringing out the best qualities innate in the students through imparting value education to students, to inculcate in their social responsibility, social awareness etc, through various NSS, NCC, Eco-club, Red Ribbon Club activities. Keeping this in view, the institution strives to instill in the students, the best way of being a responsible citizen through various extension activities. The sole aim of engaging the students into extension activities is to make them aware of the social issues, developing among themselves a sense of social and civic responsibility and therefore influence them and their understanding about the problems of society and rural areas, and seek out the possible ways to solve those problems.

The College has adopted a neighboring village- Kurasampet of Yanam region as a part of its extension of community development activities. Aseries of extension activities are conducted in the adopted village under the NSS/NCC, Eco-club, Swach Bharat Mission programs etc.

On 28th and 29th March 2021, around 50 NSS volunteers of the college conducted the 'Voters' Awareness Program'. Similarly, from 30th March to 2nd April 2021, NSS volunteers conducted a cleanliness drive in the Kursampet village under Swach Bharat Mission. A tree plantation drive was organized by the college on 1st April 2021.

Various committees and clubs of the college in collaboration with different departments conducted various students sensitization programs in the college. Language and literature-related events like World Short Story Day, World Poetry Day were celebrated. Nature and environment-related programs like World Wetland Day, World Wild-life

Day, World Animal Day was organized by Eco-clubin collaboration with Zoology and Botany Department.

Similarly Heath awareness-related programs like AIDS Day and'Ayurveda for Covid-19' were celebrated ambit Covid-19 Pandemic.

events related toWomen empowerment, Political rights, historical movements, culture and tradition etc. were also organized under the banner of different departments.

File Description	Documents
Paste link for additional information	https://srkgacyanam.edu.in/userfiles/3_4_1%20Weblink(1).pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

19

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1119

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

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

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 equipment etc.

Dr. Sarvepalli Radhakrishnan Government Arts College was established in 1973 and has completed 48 glorious years. It is situated in sprawling grounds of 8000 Sq. meters. There are a total of 3 Blocks namely New Block, Old Block, and Botany Block, which are well-furnished and equipped. There are twenty-five class rooms and 9 staff rooms spanning across all the blocks, inclusive of two seminar halls, one video conference room and college office.

New Block

The New block, which was constructed in 2018 with an area of 457.7936 Sq. meters accommodates one classroom and lab for M.Sc. Chemistry, video conference room and Auditorium on the ground floor. Principal's office, College office and store rooms are located on the first floor.

Old Block

The old block with an area of 1342.2703 Sq. meters consists of Ground and two floors. Ground floor accommodates three classrooms housing P.G departments of Zoology and Chemistry. Zoology museum, U.G Chemistry lab, Library and reading room are also housed on this floor.

First floor consists of eight classrooms housing departments of Computer Science, Commerce, Physics and Examination Cell. It also houses Computer lab, Physics lab and Ladies' wash and rest rooms.

Second floor with eleven classrooms support departments of Economics, Indian Languages, English and Mathematics. This part of the building also houses Seminar Hall, Students cooperative stores, NCC office, Sports room and Boys wash and rest rooms.

Botany Block

Botany Department block with an area of 404.1656 Sq. meters accommodates two classrooms, Herbarium Museum, Botany lab and gymnasium.

Laboratories:

Giving importance to practical learning, all the Science departments are supported by well-furnished labs with modern equipment and adequate infrastructure. The College takes pride in possessing advanced lab facilities for both Under Graduate and Post Graduate courses. The institution supports a Botany Lab, three Chemistry labs, Physics lab, Mathematics lab, two Zoology labs and Central Computer Lab serving the needs of students and faculty.

Other Infra and Physical facilities

There are seven ICT enabled class rooms located in different departments and one Seminar Hall with projector and internet facility.

The air-conditioned Seminar Hall is equipped with LED T.V (55 inches), sound system and LCD projection facility.

The library hosts a vast repertoire of books, journals, magazines and E-learning recourses supporting teaching and learning process in the institution. Separate parking sheds for both students and staff have been extended to make room for increase in the number of users. LED lights are functional in the campus.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.srkgacyanam.edu.in/userfiles/4_1_1_%20Weblink.pdf

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

The youth of Yanam are known for their athletic spirit and sportsmanship in entire Puducherry. Dr. S.R.K. Government Arts College, Yanam in that regards provides the right opportunities at right time to the energetic young boys and girls with the belief that 'success is where preparation and opportunity meet'. As the college is located in an integrated educational complex along with schools and Junior College in the middle of the Yanam town, we share grounds and other sporting facilities with other educational institutions.

College premises are laid out with Playground of 5969 sq. mts supporting outdoor games like Cricket, Kho-Kho, football, etc.

Apart from courts and play fields located within the college premises, we share all sports and games facilities available in the Dr. Y.S.R. International Indoor Stadium and the GMC Balayogi Sports Complex spread across an area of 6.5 acres constructed with the assistant of Sports Authority of India (SAI). The indoor stadium with a play area of 1992 Sq. Mts. accommodates 2100 persons seating capacity. We practice and conduct all our sports events in this integrated sports complex of international standard.

G M C Balayogi Integrated Sports Complex provides us facilities for various sports and games namely Athletics, Football, Basketball, Volleyball, lawn Tennis, Cricket net Practice, Ball Badminton, Kho-Kho and Swimming.

Dr. Y.S.R. International Indoor Stadium is known for its well laid out four Shuttle courts, two Basketball court, two Volley Ball Court, two Table Tennis, Weight lifting and Power Lifting sets and multi-gym facility.

College provides facilities of indoor games like Chess, Carroms and Table Tennis in its sports room, Old Block.

The college has a sanctioned post of Physical Director to guide, motivate and train students for various sports and games. Students of this college participated in various local, district, zonal, state and national level sports events. Dr. S.R.K. College students regularly participate and excel in all inter-collegiate sports events conducted by Puducherry University every year and many got selected for Inter-University and South-Zone tournaments. College also supports interested students by providing various sports equipment and sponsorship like travel expenses, rack shoes, training sessions, equipment, T- shirts and other expenses. Within the

college, we regularly conduct sports events in the form of student-teacher cricket match, inter-departmental tournaments and most importantly College Annual Day Celebrations. The winners are duly appreciated with Trophies, Medals and Certificates. College encourages games and sports as a co-curricular activity by giving admission to meritorious sporting persons associated with SAI, Yanam.

Yoga and Gymnasium Facilities:

A balance between mental peace and physical activities considers being the key for success. Yoga provides a cohesive platform where students can able to control their mind, body and soul. It also provides the opportunities to connect young and modern individual with the rich philosophical tradition and values of our nation. Apart from that, modern gymnasium helps students to build their physical body by incorporating high determination and confidence. Regular exercise stimulates both body and brain. Our college celebrates International Yoga Day on June 21st every year. Similarly, the Multi-gyms facilities situated within the College and GMC Balayogi Sports Complex are well-equipped with modern exercise machines.

Cultural Infrastructure:

The college cultural committee promotes various cultural values among the students by constantly organizing various events like dance, songs, music, drawing, painting, rangoli, pot painting etc. the college also organized various events like Fresher's Day, Farewell Parties, Cultural fests, College Annual Cultural events, Seminar etc. where students are encouraged to present their skills and talents. Our students participated in various district, Inter-collegiate, University, State and National level cultural events. Recently around 30 girl students participated in various cultural events organized under Puducherry Sports and Cultural Meet-2020.

Apart from Cultural Committee, there are Fine Arts Club, Literary club and Ek Bharat Shrestra Bharat Club which continuously promote cultural values through literature, Cinema and student exchange programs. The College is planning a student exchange program with Daman Colleges in order to have cultural exchange between these two unique Union Territories as a part of Ek Bharat Shrestra Bharat.

The college shares open air stage and theater with other institutions in the complex for organizing cultural and theater events by our students on regular basis. The college also has its

own elevated stage for conducting events.

The indoor auditorium with a capacity of 250 in the ground floor of New Block is used for cultural and literary activities by the college and other governmental agencies.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.srkgacyanam.edu.in/userfiles/4_1_2%20Weblink.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

17

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

17

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.srkgacyanam.edu.in/information?page=60964dc7d58da
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

6.36

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

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

The library - Learning Resource Centre (LRC), is centrally located in the ground floor of Old Block for easy access of the stakeholders with a built-up area of 209.78682 Sq. meters. The objective of LRC is to realize the vision and mission of the institution by providing information services and access to bibliographic and full text digital as well as printed resources to support the scholarly and informational needs of the institution in an appropriate and comfortable environment. It functions under the supervision of Library Committee with the Principal as chairman.

It consists of series of iron racks with books arranged subject wise and number wise. Display boards are arranged to guide the users. At present it carries a total of 26,000 books, with 1,243 reference books, text books, Journals, Magazines and Newspapers. It is well equipped with all modern facilities including e-resources. Integrated Library Management Software 'Bees Campus Soft library automation package' was partially installed but could not completed due to unfilled vacancy of full-time librarian sanctioned post by the Government of Puducherry.

The Central Library – LRC facilitate off-campus (remote) access of subscribed e-resources such as National Digital Library, E-Patashala, Sodh Ganga etc. to its registered users. At present the following facilities are available with the LRC: LAN, Internet Facility, students Digital Library Facility, Photocopying Facility, Educational CD/DVD's. Reference Section Journal/Magazine's Archive Facility Wi-Fi Facility, Online Database Access Facility, INFLIBNET-NLIST e-Resources and NDL e-Resources.

The library is being used by the students and Faculty. The LRC is kept open on all working days between 9:30 AM and 4:30 PM. Currently the LRC is catering to the needs of more than 500 students, teaching

and non-teaching faculty.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.srkgacyanam.edu.in/information?page=61bd93a21952b

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.05

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

5

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The IT facilities have been upgraded in several phases over the last five years.

Hardware:

- Hardware up-gradation is being carried out on a regular basis as per requirements.
- Systems have been replaced with new models with advanced configuration with 2GB RAM, Intel –i3/i7 and 500GB HDD.

Software:

- MS-office, Adobe Reader, C, C++, JAVA, MATLAB, Chem-Draw ultra, Gaussian view, Mervin-sketch are available.
- Python, C+, VB.net, MySQL software available for practice purpose.
- Antivirus is in all the Departments Computers and updated annually for all the systems.
- The Operating System is updated as per required for software's.

The College is upgraded with Wi-Fi Internet Facility (BSNL Fibernet connection with internet speed of 40 MBPS) to all the students and faculty through RUSA. This mission is aimed at making Internet accessible to all classrooms, Library and around the campus. The Internet is by advanced OFC and installed by Cambium Network Solutions.

The campus at present is enabled through Wi-Fi service with five long range access points which are mounted on the ceiling to enable the Wi-Fi connectivity to the classrooms, Library and around five-meter range of the campus. These Access points are periodically monitored, and augmented as per the additional requirements.

In addition to the Fiber Net Internet Connectivity in the campus, Administrative Block is connected with High Speed BSNL Broad Band

Internet connectivity.

Video –conferencing facility is also available within the institute and to communicate with the Puducherry authorities.

Complete high-quality virtual tour of the college infrastructure was created and published on the web to provide immersive, virtual experience to the patrons.

The college is also equipped with one ICT enabled classroom in every Department consisting of LCD Projector and computer or laptop.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.srkgacyanam.edu.in/information?page=60964dc7d58da

4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

13.15747

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Dr. S.R.K Government Arts College, Yanam has well established systems and procedures for maintaining and utilizing physical, academic and support facilities. There are standard operating procedures for maintenance of infrastructural and support facilities.

Academic Facilities

The institution has well prepared academic policy document with the aim to outline the College's approach to the provisions of academic programs and the student cohorts for which they have been developed. It also covers various academic facilities available in the college.

The Principal of this College holds regular meetings with the HODs of the various Departments of this Institution to utilize the various grants received from the Government, UGC, IQAC and RUSA for the overall development of this Institution.

Physical Facilities

Physical facilities include infrastructure, buildings, fixtures and fittings are being maintained by the Public Works Department and Electricity Department, Yanam.

Budget is allocated periodically to ensure proper maintenance and utilization of the Physical facilities. The security of the campus is out-sourced and taken care of by a private agency engaged on long term basis.

Classrooms: Maintenance and utilization of Classrooms is entrusted to MTS, identified for the purpose. They are kept clean and ready

for use by proper maintenance.

Laboratories

Record of Instruments and equipment is maintained by the Stores Keeper/faculty and supervised by HODs of the concerned Departments.

The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises.

All the necessary stock entries related to the Glassware, Instruments and Chemicals and utilization of the stock are updated regularly and Stock verification is also done annually for all the Departments to verify the stock and updating the entries in the registers.

Library

The requirement and list of books is taken from the concerned Department HODs for the purchase of the books. The finalized list is duly approved by the principal.

To ensure return of books, 'no dues' from the library is mandatory for the students before appearing for the Examinations.

The proper account of issue of books to the students and staff on daily basis is maintained.

Reading room is also maintained by the assistance staff of this College and register of visitors on daily basis is maintained.

The stock verification is done as a part of maintenance and the old books were recommended for condemnation. The old newspapers were sold under the supervision of a faculty member.

Computers and IT infrastructure

College ensures optimal maintenance and utilization of IT infrastructure for the benefit of students. It looks after the purchase and up- gradation of systems and software, maintenance of equipment and disposal of e-waste.

Physical Education:

Maintenance and utilization of Sports and games equipment, Courts and Gymnasiums are looked after by the Physical Director (i/c) with

support from assistants. Provision is made for periodic purchase of new equipment as per necessity.

Furniture, water works, electrical, plumbing work:

These wings are either maintained by the 'skilled Guild' of the college or outsourced to professional service agents. Major works are tendered out by the Public Works Department or Electricity Department, Yanam.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.srkgacyanam.edu.in/userfiles/4_1_1_%20Weblink.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

57

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**C. 2 of the above**

File Description	Documents
Link to institutional website	https://www.srkgacyanam.edu.in/userfiles/Web link%20for%20Extension%20Activities(1).pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

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)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

9

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

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

66

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	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/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

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

17

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Dr. S.R.K. Government Arts College believes on participatory and collective development through the active participation of all stakeholders in all aspects of college life. Students, the central pillar of the institutional governance actively take part in all sorts of administrative, co-curricular and extracurricular activities. Student's body represented through their Class Representatives and Students' council were included in all committees and sub-committees. As like previous years, a student council for the academic year 2020-21 was constituted by the following members, duly elected by the body of CRs in the beginning of the academic Year.

1. President P. Sai Vijaya Leela III B.A.
2. Vice-President Y. Rohit II B.Com.
3. General Secretary MMNSS Vara Prasad Naidu I B. Sc.
4. Sports' Secretary VHSSV Yadav I B. Sc.
5. Cultural Secretary S. Navya III B. Sc.

P. Ravi Kumar, III B.A. and S. Vamsi Krishna, I B.A. were NCC and NSS Nominee respectively. The head of the institution appointed Dr. T. Subba Lakshmi, Assistant Professor in Economics and Mr. Rajesh Kumar Karna, Assistant Professor in Politics as advisors to the Student council. The student council along with the CRs supposed to participate in various activities and events organized by the college, But due to the outbreak of the Covid19 pandemic and subsequent lockdown throughout the nation, whole academic and allied activities got severally. Academic activities were shifted to virtual mode with the suspension of all campus activities. However, students amid the great pandemic, particularly CRs and office bearers of the Students' Council remain active in organizing virtual classrooms and communicating with students who had no access to online education. Without them it was totally impossible to continue academic activities in a time of grave tension and fear due to the breakdown of healthcare system throughout the nation.

File Description	Documents
Paste link for additional information	https://srkgacyanam.edu.in/userfiles/List%20of%20the%20student%20Council%202020-21.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

43

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

With nearly a half-decade of existence, Dr. SRK Govt. Arts College produced a large body of alumnus, who are significantly contributing in all facets of society. The institution takes pride in its alumni and considered them as the biggest asset and main source of strength and publicity. Though the alumni association of the college is an active, committed, and functional one. However, it has not been registered so far. Alumnus of this college always contributes both in monetary and in terms of support and cooperation to various activities of the college. The institution, on the other hand, takes special care to engage its alumnus in various events and celebrations of the college. So far alumni contributions are made in the forms of sponsorship of college annual Cultural and sports day, publication of college magazine, resource persons for various academic and co-curricular activities like supporting N.S.S camps at the adopted village. However, due to pandemic and lockdown, many of these activities remain suspended in the academic year 2020-21

File Description	Documents
Paste link for additional information	https://srkgacyanam.edu.in/information?page=61617f5e5ef7b
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

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 and in tune with the vision and mission of the institution

Dr. S.R.K. Government Arts College functions with the motto of 'Education for human excellence. The vision of the college has been converted as the motto and the same has been adhered to by everyone in the institution. By converting the Vision statement into the motto of the institution, the vision will be made clear and will reach to the faculty, students and other stakeholders.

As a first step towards educating everyone about the vision and mission of the college, a plank with the mission and the vision of the college has been placed at the entrance of the college. The plank also reiterates those ideas which have to be taken into consideration every time by everyone.

The mission of the college is disseminated through the following means

1. **Infrastructure and ICT Developments**
2. **Enriching Library Resources**
3. **Conducting Various Activities for the Students**
4. **Focusing on the Professional Development of the Faculty**
5. **Enriching the Curriculum**
6. **Providing Counseling to the Students**
7. **Feedback**
8. **Having an Inclusive Environment**

9. Having a Visionary and Affinitive Leadership

Infrastructure and ICT Developments:

- As a first step, the college focuses on providing the platform for the teaching-learning process in the way of providing the best infrastructure. There are more than 40 rooms in the college in addition to the auditorium, seminar hall and conference hall. There are rooms dedicated to IQAC, Sports, museums, gymnasium and various labs.
- The college as a means of adopting technology has provided an ICT-enabled classroom forever department with projectors, screen, and wifi facility.
- Every department is provided with a staff room, a well-functioning academic administrative office on the campus.

Enriching Library Resources:

- To create the students into the citizens of tomorrow, knowledge has to be heralded and for the same, the library in the college has been equipped with good number of books.
- The library also has INFLIBNET facility, NPTEL database and various other database resources, journals, magazines and newspapers to enrich their knowledge.
- The digital library provides a platform for the students to utilise the digital resources in the college.

Conducting Various Activities for the Students

- Encouragement is provided to build up a true leadership quality among the students in ajust and equitable way by engaging them in activities like various activities like StudentsCouncil, N.C.C. or N.S.S.
- Initiatives are taken to organize the discussion, seminar, debate, cultural presentation,patriotic, and nation-building activities so that students can feel themselves to be active participantsin shaping up social issues.
- Students are encouraged to participate in sports and games that develop health, self-confidence, selflessness, discipline, perseverance and social skills. Our studentsparticipated in state and nation-level games and sports competitions.
- The clubs and associations take their own initiatives to organize events related to their subjects and groom them into responsible citizens.

Focusing on the Professional Development of the Faculty:

- Teaching facultiesof the college are recruited through Union Public Service Commission (UPSC), New Delhi based on all India competition.
- As the main resource of the learning experience, the faculties should be subjectexperts and be perpetual learners. Faculty are encouraged to take up orientation,refresher and Faculty Development programs conducted by the various UGC recognized institutions and universities for the professional development of the faculty.
- Faculty are encouraged to published papers in UGC peer-reviewed journals,UGC Approved journals and participate in National and International level Conferences, workshops and Seminars.

Enriching the Curriculum:

- The college is affiliated to Pondicherry University and has to follow the syllabus framed by the University, our faculty members serve as the chairpersons and members in the Board of Studies and play an effective role in framing and formulating the syllabi of the different programmes in tune with the local needs and potentials.
- Various placement training courses and capability enhancement programs like soft skills training, language trainings, value trainings and various competitions are conducted for the students.

Providing Counseling to the Students:

- Mentoring system is adopted in the college, to provide guidance and counseling to the students in academics and personal life.
- Faculty members of the department acts as a mentor for 15 students and conduct regular counseling and maintain the record of the menteesallotted to him /her.

Feedback:

- Feedback plays an important role in the decision-making process of the institution. The feedback from the students play a vital role and at the end of every year, feedback is taken from the students and suggestions are also welcomed from them at any point of time.
- The Student Council plays an important role and they are

involved in most ofthe decision-making process.

- The Committee listens to the grievances of the student community and communicates the same to the management.
- This student-management relationship is further enhanced through meetings and involving the students in organizing committees of all the extra-curricular and support cell activities.
- Feedback from all the stakeholders is taken and analyzed for the effective functioning of the institution.

Having an Inclusive Environment

- The college encourages students from various backgrounds and creates an inclusive environment for all the students to study and get along with each other.
- The Grievance Redressal Committee, Anti-Ragging cell, SC/ST Cell, Anti sexual Harassment cell, women empowerment Cell, and so on help students to have an amicable atmosphere in the college.
- National and regional festivals are celebrated to bring in the spirit of harmony and unity among the students.

Having a Visionary and Affirmative Leadership:

1. College is managed by the Principal, under the administrative control of the Education department and Directorate of Higher and Technical Education, Government of Puducherry, who work towards the advancement of thestudent community.
2. The statutory bodies and non-statutory committees work together for smooth governance of academic, financial and administrative aspects of the college.
3. Their affirmative leadership style leads the organization towards achieving theinstitutional motto of 'Education for Human Excellence'.
4. They focus on the people and relationships with the primary goal of creatingtrust and harmony across the organisation. Under the able guidance and support of the administration, the college will achieve greater heights.

File Description	Documents
Paste link for additional information	https://www.srkgacyanam.edu.in/information?page=60963904ca9c2
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

In the hierarchy first comes the Secretary of Higher Education, subsequently comes the Director of Higher education, and then comes the Principal of the college who acts as the administrative head of the institution. Since Dr. S.R.K. Government Arts college is a Government Degree College, all the major decisions are taken by the Directorate of Higher Education. The financial matter of the college is looked after by the Drawing and Disbursing Officer, who is selected among the teachers, but approved by the Director, Department of Higher Education & Technical education. To assist the Principal and for the smooth functioning of the college, there is a Teachers' Council where the Principal functions as the President. There are various subcommittees like Examination Committee, Academic Committee, Discipline Committee, Development Committee etc. whose conveners and members are selected from the Teachers' Council. In total there are 18 sub-committees. The work of the college administration is decentralized and the various subcommittees formed at the beginning of the academic year support the system. Some of the functions of the committees are as follows:

1) The examination sub-committee conducts two-semester examination in a year as per the University Time table and undertakes two internal examinations. Other than the regular University examinations, various competitive examinations are conducted by the college, whenever required by the government.

2) The admission sub-committee arranges the admission of the college.

3) Cultural sub-committee arranges the entire cultural programs conducted by the College. The committee also observes all the important national and international events in the college.

4) The discipline committee looks after the overall discipline of the college so that students try to maintain the rules and regulations of the college.

5) The anti-ragging committee and Sexual Harassment cell see that the students are fully secured inside the college campus.

6) The development committee looks after the overall development of the college, including infrastructure development.

7) The purchase committee looks after the purchase of various

equipment, instruments, chemicals, furniture, etc.

8) The literary and Debate Committee encourages students to participate in debate in the college campus and also take an active part in various inter-college competitions.

Every sub-committee is led by a convener and few members and these committees meet on a regular basis and help to formulate and implement the strategic plans of the institution.

Apart from the other committees, the College has IQAC, RUSA Committee. Throughout the academic year, all the sub-committees participate to resolve the concerning issues for the interest of the institution where every committee member has the freedom to participate in decision making. The students take an active part in the various activities on the campus. This results in the effective and proper execution of the work and promotes cooperation between management, staff, and students. The Heads/ Head in Charge of various departments is responsible for the day to day administration of the Departments.

File Description	Documents
Paste link for additional information	https://srkgacyanam.edu.in/information?page=617956cc5c5c0
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Dr. Sarvepalli Radha Krishnan Government Arts College is a Government Degree College under the administration of Puducherry, so all strategic / perspective plans are taken by the Department of Higher Education, Government of Pondicherry from time to time to improve the quality of Higher Education in this part of the Union Territory. College takes initiatives for making various proposals to the Government from time to time on various key issues, related to higher education.

The perspective plan includes all the key elements for the improvement of the College., namely improving the quality of education in the institution, facilitate research opportunities, human resource development, infrastructure development, curriculum enrichment, academic excellence and student progression. Based on

the key elements, the plans are chalked out and the management and IQAC work towards achieving the goals set by the plan.

However, some internal strategies can be taken by the college for the smooth functioning of the college. One such strategic plan implemented by the college is the Teaching and Learning Process of the institution. The academic calendar is prepared by the Committee at the beginning of each academic year. The master time table is prepared for the Science, Arts and Commerce allotting tutorial classes, smart classes for each department. Based on the master time table, departmental time tables are prepared and followed.

The Head of the Department of each department then formulate departmental routine, distribute syllabus among faculty members, so that the syllabus is completed within time. Time to time extra classes, tutorial classes, revision classes are also taken to complete the syllabus in time. In short, syllabus coverage is monitored by the Head of the Department of each department. Attention is paid for slow learners. Study materials, question papers of the preceding years are provided to advance as well as slow learners. Guidance is provided to the students for writing answer. There is a departmental library in each respective department from where books are provided as reference books to the students. ICT enabled classes are also taken by the departments to make the students understand certain difficult topics in the easiest way. Study tours, field visits are arranged occasionally in some departments to enhance the experimental learning process. Each department has been provided with computers along with internet facilities for the smooth conducting of the department.

For the proper guidance of the students, there is a mentor and mentee system. Assignments, sessional examinations as part of continuous evaluation, group learning in some departments are practiced from time to time. The main purpose of each department is to enhance the knowledge and make the students aware of the modern education system. Library facilities, INFLIBNET facilities are also rendered to the students of this institution. To make the students ease, some department conducts group discussion, quiz competition, and debate competition from their subject itself so that the students are also able to overcome their fear andexpand their knowledge and to upgrade themselves.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.srkgacyanam.edu.in/information?page=5c5e76723c3f7
Upload any additional information	View File

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

The Principal as the head of the institution along with the members of the Teachers' Council maintains a congenial and academic environment of the college. Major policy decisions are taken by the Directorate of Higher Education, which are communicated to the college through the Officer on Special Duty. In the college, the Principal is the apex authority and he is assisted by the Secretary, Teachers' Council, and various sub-committees. The Principal executes academic and administrative plans and policies with the help of 14sub-committees for smooth conduct of the college activities. In addition, the college has NCC and NSS wings, IQAC Cell, NAAC Cell, and RUSA Cell.

The various fourteen sub-committees are:

1. Academic committee
2. Admission Committee
3. Examination Committee
4. Library Committee
5. Debate and Literary activities and Magazine Committee
6. Student's Union Council Election Committee
7. Games and Sports Committee
8. Discipline Committee
9. Purchase Committee
10. Store verification Committee
11. Sexual Harassment and Redressal Committee
12. Anti Ragging Committee
13. Research Committee
14. Placement Cell

Appointment- Appointment of Assistant Professors is conducted through Union Public ServiceCommission (UPSC), Government of India and appointment of non-teaching staff is made through interviews.

Recruitment of Guest Lecturers is done individually by the college following the U.G.C rules and Higher Education guidelines. Supporting staffs for cleaning, Night Guard is maintained in the college throughout source. Promotion Policy – Career Advancement Scheme (CAS) of the regular Faculty members is done by the Directorate of Higher Education as per the norms of UGC. Promotion of non- teaching is done as per the policies of the Government of Puducherry.

File Description	Documents
Paste link for additional information	https://www.srkgacyanam.edu.in/pages?name=60a64581959ae
Link to Organogram of the Institution webpage	https://srkgacyanam.edu.in/information?page=61629038495a8
Upload any additional information	View File

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)Document	**No File Uploaded**
Screen shots of user interfaces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Dr. S.R.K. Government Arts College is a Government Degree College and has to follow welfare measures provided to teaching and non-teaching staff as per the guidelines of the government of Puducherry. The institution has various effective welfare measures for teaching and non-teaching staff. Some of them are:

1. The salary component and other monetary benefits are given as per the recommendation of the UGC for Assistant Professors and Associate Professors and Central pay commission for non-teaching staffs respectively.
2. Annual Increment@ 3% is given every year for every teaching and non-teaching staff of the college.
3. Promotion and CAS benefits are given as per the guidelines of the UGC/ State Government.
4. The Assistant Professors and Associate Professors after completion of Ph.D. degree receive monetary benefits as per the recommendation of the UGC
5. Faculty members are encouraged to participate in the Orientation Program/ Refresher Course/Seminars/ Workshop. Non-teaching staffs are also allowed to undertake various training programs for enhancing their professional knowledge.
6. General Provident Fund facilities, Gratuity Pension facilities, Group Life Insurance are provided to both the teaching and non-teaching staff. They also enjoy other benefits like House Rent Allowance, Dearness Allowance.
7. Festival advance is provided for non-teaching staff.
8. Loan without interest from the General provident fund is there for teaching and non-teaching staff.
9. Medical reimbursement as applicable for gazette officers is there for the Principal, Associate Professors, and Assistant Professors. On the other hand, monthly medical allowance is provided to Group C and Group D employees.
10. Both teaching and non-teaching staff can avail of Casual Leave, Earn Leave, and Medical Leave. Benefits of availing Child Care Leave, Maternity Leave, Paternity Leave as per state rules are also provided to the staff.
11. Benefits of availing Bharat Darshan once in four years of the block during the service tenure is granted to all teaching and non-teaching staff.

File Description	Documents
Paste link for additional information	https://www.srkgacyanam.edu.in/pages?name=60a64581959ae
Upload any additional information	View File

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

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops

and towards membership fee of professional bodies during the year

0

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)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

23

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Dr. S.R.K. Government Arts College, Yanam aims at accomplishing effective performance of its human resources. Teaching staff play an imperative role in escalating institutional performance. Their performance is evaluated periodically at three levels by the in-charge of the department, the head of the institution and the Directorate of Higher & Technical Education the through well-established procedures. The procedures for evaluation are designed for rectifications rather than fault-finding. It helps identify the ways and means of enhancing the performance of staff. The Current procedure for appraisal of teachers is primarily concerned with the areas of their teaching, contribution to administration, professional development and research. The college collects feedback from students' semester-wise. Review meetings are conducted both to verify the satisfactory completion of syllabi by the Faculty and also after the announcement of semester-end examination result to analyze whether the pass percentage of students taught by each faculty is up to the mark. In case, the syllabus is found incomplete, the faculty is advised to take extra classes to cover the same before the commencement of examinations. In the case of faculty with poor performance of students in the semester end examinations, the in-charges of the Departments are asked to conduct a review meeting at theDepartment level with the faculty to initiate necessary corrective measures.

For this purpose, the Gazetted officers are given the Annual Performance Assessment Report (APAR) format for their self-appraisal annually. The APAR is assessed by the Principal and is then sent to the Directorate of Higher & Technical Education for further action. These performance Indicators are evaluated by the IQAC on the basis of documentary evidences forwarded to Principal for awarding scores

and later sent to the Directorate of Higher & Technical Education for further action. As the final Score forms the basis for promotion, transfer and career advancement of the individual lecturer, the process is seriously taken care of.

Non-teaching staff performance is appraised periodically. It is reckoned on the basis of their adherence to the Citizens Charter and the stipulated deadlines. Month-wise review of personal registers and work done by non-teaching staff is monitored closely. The efficiency of office staff in helping staff and students by way of processing their files is given priority in assessing them. Principal also appraises the performance of non-teaching staff on the basis of punctuality, personal register, entry in inward and outward registers, number of currents received, sorted and executed, maintenance of other necessary registers and accountability with evidences.

File Description	Documents
Paste link for additional information	https://www.srkgacyanam.edu.in/pages?name=60a64581959ae
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Annual stock verification is done internally every year by constituting a committee with staff members for all the departments. The Principal of this College forms a Stock verification Committee for each department with one senior faculty as convener and two other faculty as members. The committee members of the teaching staff of the college and the storekeeper should conduct the stock verification as per the records/ledgers/stock registers maintained and submit a report of the verification conducted to the principal for onward transmission to the Director, Directorate of Higher and Technical Education, Puducherry. The internal financial audit will be done by a team of audit members from the Govt. of Puducherry for the funds granted and utilized from the Govt. funding also for the amounts granted from the other sources such as UGC and RUSA. An external audit will be done by a team of members from the Controller and Auditor General Office, Chennai.

File Description	Documents
Paste link for additional information	https://www.srkgacyanam.edu.in/information?page=61c47d196044c
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The availability of funds is essential for any organization, society, family, or co-operatives but the movability of funds is even more important. If the movability is in the right direction, well-coordinated then the level of progress is high; otherwise, it becomes ineffective even though the fund is available. Therefore the movability of funds is important for the development of any organization. The Principal and the Drawing and Disbursing Officer (DDO) of the college monitor the use of these sources received from the government through discussion with the Development Committee and Purchase committee. The Government fund, RUSA fund, and UGC fund are looked after by the Drawing and Disbursing Officer in collaboration with RUSA coordinator, UGC coordinator, Purchase committee, and Development committee. The allocated funds are utilized to purchase equipment, chemicals, organize seminars, workshops and conferences, etc. The Principal makes recommendations for better handling of resources and effective mobilization of available funds for the betterment of the students, teaching andnon-teaching staffs. There is a Planning and Development Committee that looks after the

requirements of various departments minutely and then goes for purchasing the things through the Purchase Committee. The Purchase Committee follows all the formalities for the utilization of the fund. Quotations are sought and then following the required formalities, for utilization of funds, steps are taken. A supply order is given to the vendor for the purchase of any material. At times purchases are made by the local Co-operative society. If the purchase of materials is below ten thousand, the purchase can be made directly without calling any tender. Up to 2.50 lakhs, the principal can call tender but if the purchase is above 2.50 lakhs purchase has to be made by e-tender. Recently the Department of Higher & Technical Education instructed the college to make the purchase through GEM. Beneficiaries are added to the software and the payments are made online through the Public Finance Management System (PFMS). An institution is not recognized by its infrastructure but by the success of students studying in it. Therefore some fund is invested on the purchase of books and apparatus, sports and games, Fresher's welcome, other cultural programmes, and national events.

For effective teaching and learning process, it is very important that the environment and campus of the institution should be clean and alluring. The institution has a botanical garden which is maintained by the government fund provided by the college. For maintaining and upgrading the facilities provided to the college there is a fund for electricity, water, and internet website and telephone bills. To upgrade the students, professors, and employees various programs like seminars, discussions are organized for which fund is provided by the college. Some percentage of funds is also kept for miscellaneous expenses.

File Description	Documents
Paste link for additional information	https://www.srkgacyanam.edu.in/userfiles/Financial%20Audit.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

1. College faculty is encouraged to attend online Faculty Development Programmes, Refresher Courses, webinars, workshops and conferences to enhance their teaching skills and update

their subject knowledge. Teaching faculty making use of lock down period participated in many online courses, on the whole, 02 Orientation Progrmes, 13 Refresher Courses, 45 FDPs, 18 webinars, Workshops and conferences. Department of Commerce even conducted National Webinar series of seven lectures covering various aspects. This alternative mode of learning and participation facilitated the teachers to enhance and polish their skills and knowledge at the comfort of their home.

2. One Post Graduate program (M.Sc- Zoology) and one Under Graduate program (B.Sc – Botany) are added into academics of the college, providing access to local students to pursue and venture into new domains of knowledge.

File Description	Documents
Paste link for additional information	https://srkgacyanam.edu.in/userfiles/IQAC%20Meetings%202020-21(1).pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. Use of ICT in teaching learning process was taken up on the larger scale, tuning the process according to the need of the time in the wake of Pandemic crisis and close down of the academic activity in the college. Conduct of online classes and examinations for the academic year 2020-21 was promoted on the wider scale by encouraging faculty members to undertake training/ faculty development programmes in online teaching methods and technology. Faculty members used various ICT tools like Google Meet, Google Classroom, Webex, Zoom, etc to conduct classes. Examinations are conducted online through Google forms, video conferencing via. Google meet. The alternative mode of teaching through online became new methodology of teaching learning in the college, at the comfort of the home for teachers and students.

2. Celebration of various important days in a year, as means of educating students on various aspects. Various committees of the college are directed to celebrate various important and commemorated days throughout the year to bring about social awareness on various socio-economic, cultural and scientific issues, which are not the part of syllabi and also enable us

to incorporate multi-disciplinary approach to understand various issues of social life.

File Description	Documents
Paste link for additional information	https://www.srkgacyanam.edu.in/pages?name=5c5d1d92da376
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.srkgacyanam.edu.in/userfiles/6_5_3%20Weblink(1).pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	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

Dr. S.R.K. Govt. Arts College, through its proactive faculty, staff and student programs, will annually look into the following to sensitize the entire faculty, employees and students to maintain a standard, respectful and dignified behavior at the workplace / Campus.

- Sensitization of newly admitted students by regular induction/awareness programmes.
- From the beginning, the new students are to provide a mentor (Lady Teacher of the Class). Weekly meetings between the mentor and mentee are to be conducted for them to reduce the burden of study and ease the stress in the new atmosphere.
- "No Discrimination Policy" is strictly followed by all means to ensure equal and unbiased measures for everyone for their teaching & learning activities.
- Girl students are encouraged by all means without any sign of gender discrimination to ensure equal rights and participations in regular cultural activities, sports, NCC, debate, celebrations, and performing arts.
- Girl students are to be encouraged to undertake their physical fitness seriously by joining (separate timings for girls) gymnasium facility provided by the college. Besides these, there are a plenty of opportunity to explore other different forms of sports in the college.
- Lady faculties and staff members are to be given equal participations in different activities performed throughout the year. All the committees formed, should include lady faculties and staffs in appropriate numbers. Girl students are to be encouraged to lead the team as Class representatives.
- Awareness raising programs and activities are to be conducted for the safety and security on regular basis.
- Regular meetings of various committees (Grievance redressal, Anti Sexual Harassment, Women Empowerment Cell, etc) to look after the safety and security of women at workplace in all aspects.
- Classes related to gender, women's rights and women empowerment for students to be conducted regularly by the departmental faculty members, NSS, and the Women's Empowerment Cell. Counselling sessions are to be conducted for the girl students on a regular manner by the lady faculty members of the above mentioned Committees.
- Workshops / Seminars are to be conducted regularly to promote diversity and gender sensitivity among faculty members, employees and students.
- In classes, faculty members should promote working together policy, fair representations for leadership roles, impartial participation, gender balance in projects.
- Meetings (open and closed sessions with faculty members of the appropriate gender) with parents and students are to be conducted regularly to discuss / address gender related scenarios, complaints and counseling.

File Description	Documents
Annual gender sensitization action plan	https://srkgacyanam.edu.in/userfiles/7_1_1_%20%20Weblink%201%20-%20Annual%20Gender%20Sensitization%20Action%20Plan(1).pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://srkgacyanam.edu.in/userfiles/Specific%20Facilities%20Provided%20for%20Women.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Dr. Sarvepalli Radhakrishnan Govt. Arts College has deep concern to protect environment, health and well-being through implementation of effective waste management practices. The Institution has taken up various initiatives to maintain an eco-friendly campus by adopting the concept of Reduce, Reuse and Recycle by implementing effective waste management through segregation, recycling and composting. Students and faculties are actively involved by knowing their perspective about the waste management techniques in the college. College actively organizes Swach Bharat Abhiyan to create awareness and consciousness among students, teaching and non-teaching staff.

Solid waste management:

The Institution implements solid waste management by enforcing the waste segregation rules. Dustbins are placed in every classroom, laboratory, rest rooms, and at different locations in the campus.

Each classroom is provided with a bin, where students can dump all dry waste. In each corridor, a large bin is provided where students can throw wet waste such as food waste etc. Housekeeping personnel are allotted to each floor to manage waste generated in the College. All waste / garbage from college is segregated at source and disposed of in a proper manner. Every day, the waste collected from these bins is dumped into the bin kept by municipal authorities just outside the gate of the Institution. Once it gets filled, it is taken out by the sanitation workers and is dumped at the Municipal Corporation dump yard. The Biodegradable waste is used efficiently for making compost. Three compost units are being operated in the College for the efficient conversion of biodegradable waste in into compost. Compost produced in the college is used for the plants in our college. No burning of dry waste happens in the college premises, thus keeping the environment clean. Wastes like newspapers and stationary is sold to proper recycling agencies / vendors. After the completion of chemical substances in the Chemistry laboratory, the containers are neutralized with suitable solvents before its disposal, so that they do not cause any harm to the environment. The broken glassware is segregated separately and handed over to Municipal Corporation for its safe disposal. Waste like broken wooden and iron furniture is brought in reuse after assembling the useable parts.

Liquid Waste Management:

College is having well drainage facility. Hazardous chemicals are kept far away from the students in the well ventilated labs. Regular checkups are done in leakage of gases and chemicals. Enough care is taken in the Chemistry laboratory to neutralize the chemicals used for the experiments, with suitable solvents before letting it into the drainage.

E-waste management:

Dr. Sarvepalli Radhakrishnan Arts College is a government institution so E-waste cannot be disposed of without the permission of the Government. Electronic gadgets are repaired for minor defects to ensure its optimum utilization. Computers and its peripherals are upgraded regularly to continue usage and to avoid its wastage. Out of function computers, mother boards, hard drives and other e-waste are stored separately.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://www.srkgacyanam.edu.in/information?page=60964f6b954b2
Any other relevant information	View File

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

D. Any 1 of the above

File Description	Documents
Geo tagged 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 with trees and plants

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

C. Any 2 of the above

following 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	View File
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the 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 socioeconomic and other diversities (within 200 words).

Dr. S.R.K. Govt. Arts College has always been at the forefront of

sensitizing students to the cultural, regional, linguistic communal and socioeconomic diversities of the state and the nation.

Most of the students taking admissions in the college are local and belong to the nearby places of Yanam (Puducherry). As per government rules, the admission process is carried out. Enough care is taken for specific earmarked seats of each category. The Institution is undertaking various initiatives to provide for an inclusive environment by bringing students and teachers with diverse background on single platform for creating inclusive environment. To develop the emotional and religious feelings among the students and the faculty, commemorative days are celebrated on the campus with the initiative and support of the management for not only recreation and amusement but also to generate the feeling of oneness and social harmony. National Festivals, NSS, Ek Bharat Shresta Bharat (EBSB) Club, awareness rallies, government campaigns and other such activities conducted in the college help in developing tolerance and harmony towards culture, region and linguistics and also communal social economics and other diversities. College Annual day celebrations are conducted regularly, where inspirational and motivational talks are delivered to students for their future journey. Motivational lectures of eminent persons of the field are arranged for all-round development of the students for their personality development and to make them responsible citizens following the national values of social and communal harmony and national integration. The institute plays an effective role as a catalyst in the area to maintain peace and national integration. Two important national festivals, Republic Day and Independence Day are celebrated every year in the college. Inspiring lectures are given on these occasions to inculcate the nationalism and patriotism among the students. The College always encourages the students to organize and participate in different programmes organized by college, inter-college, university and other Government or nongovernment organization to make them sensitize towards cultural, regional, linguistic, communal and socio economic diversities. Different sports and cultural activities organized inside the college to promote harmony towards each other.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Dr. S.R.K. Govt. Arts College sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enables them to conduct as a responsible citizen. As responsible citizens of the country the students are motivated to take part in various activities of the college. The students also being the responsible citizens take many community services and provide services to mankind and society. The students have taken up many cleanliness drives both inside the campus and nearby villages considering it as a responsibility of every citizen. The students have also taken up Plantation drives to provide a clean and green environment for all.

National Voters Day is celebrated on 25 January to encourage our students to participate in electoral process. It not only encourages the youth to participate in the electoral process but also focuses on the fact that the right to vote is a basic right.

26th January 'Republic Day is celebrated every year to commemorate the adoption of the constitution. On this day flag is hoisted. Speech on constitution formation and its importance are delivered by faculty members and Principal of the college. The students get to know their duties towards the country and also the rights provided to each individual by our constitution.

The Independence Day celebrated annually on August 15 to commemorate the valour and spirit of the freedom fighters who fought for the independence of the nation from British rule. Flag hoisting ceremony is followed by speech by the Principal and faculty members to make the students aware of their duties towards our nation and help to promote patriotism and national unity.

Every year 26th November is celebrated as Constitution Day. Various types of activities had been arranged to make this day meaningful by the college. Lectures of faculties, eminent speaker are organized on that day to reiterate the significance of the constitution of India.

Our students across all UG courses, as per the affiliating University curriculum study Public Administration as a compulsory paper which sensitizes the students about constitutional obligations.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic 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 4. Annual awareness programmes on 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 programs etc., in support of the claims	View File
Any other relevant information	View File

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

National and International commemorative days, events and festivals are regularly being celebrated and observed in Dr. Sarvepalli Radhakrishnan Government Arts College with great zeal to maintain harmony and healthy work atmosphere and to make the learners aware of the national pride and rich cultural heritage. Through the celebration of these events, the students, teaching and non-teaching staff of this college get to know the significance of national integrity and its role in Nation's Development.

The following important events which celebrated are:

Literary Club of Dr. Sarvepalli Radhakrishnan Government Arts

College celebrated Short Story Day onDecember 21st of this year to improve the creativity among the students. Story-telling is an important creative skill that halts a student's thought.

National Mathematics Day is celebrated every year on December 22 to mark Srinivasa Ramanujan's birthday and to recognize and celebrate the works of Srinivasa Ramanujan, known as the 'man who knew infinity',.

National Voters Day is celebrated every year on 25th January to encourage the students to take part in the political process.

Republic Day is celebrated every year on January 26 to commemorate the adoption of our constitution. Various events including flag hoisting and march-past are organized on the occasion, which are followed by "constitution awareness program" in which students and staff members are made aware of their duties towards our nation and rights given to them by our constitution.

World Wetlands Day was celebrated on 2 February 2021 to raise awareness about the vital role of wetlands for people and planet.

National Science Day is celebrated every year on 28th February to mark and recognize the contributions of scientists towards the development of the country. Science exhibitions on themes and concepts, lectures and science model exhibitions are organized on this occasion.

World Wildlife day was celebrated on 03-03-2021 to celebrate beautiful and varied forms of wild fauna and flora and to raise awareness of the multitude of benefits that their conservation provides to people.

International Women's' Day is observed every year on 8th March to help students to eliminate discrimination against women.

World Poetry Day is celebrated every year on 21st March to honour poets, promote the reading, writing and teaching of poetry, foster the convergence between poetry and other arts and raise the visibility of poetry in the media.

Independence Day is celebrated every year on 15th August. In this grand event, flag hosting by the principal and march-past by our college NCC team are organized. Various cultural activities related to independence movement are exhibited.

Teacher's Day (Dr. Sarvpalli Radha Krishnan Birth Anniversary) is celebrated every year on 5th September with great fervor. The students organize a program for the teachers.

Gandhi Jayanti (Mahatma Gandhi Birth Anniversary) is celebrated every year on 2nd October. As part of this, seminars, lectures, book exhibitions, quiz competitions are conducted.

Apart from observing these national and international events, the college has also observed Constitution Day (26th November), Ayu-Samvad Campaign, Martyr's Day (23-03-2021), Hindi Divas (14-09-2021), World Animal day (04-10-2021) and World AIDS Day (01-12-2021).

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practices - I "Use of ICT in teaching and learning process"

Objectives of the Practice

- Use of Information Communication Technology (ICT) in teaching learning process.
- Use of ICT can enhance the teaching and learning outcomes.
- Improvement in ICT infra in the college campus.

The Context

- Use of Information Communication Technology (ICT) in teaching learning process facilitated an alternative method of teaching-learning, during closure of the college due to Covid lockdown.
- Use of ICT enhanced the teaching and learning outcomes in the College.
- Improvement in ICT infrastructure in the college campus.

The Practice

- Teaching faculty used various ICT tools in order to continue teaching learning process, during Covid lock-down period in academic year 2020-21.
- Teaching faculty under took many Refresher Courses, Faculty Development Programme (FDP), Short Term Courses, Workshops and Seminar / Webinars.
- In order to facilitate use of ICT in the institution, ICT infrastructure was enhanced by establishing ICT enabled classroom in every department and improved Wifi facilities in the classroom.
- College subscribed for membership of National Digital Library (NDL), INFEBNET and N-List to provide access to online resources to faculty and teachers.
- Use of ICT teaching-learning process improved the academic result.

Evidence of Success

- Teachers used platforms like Google meet, Zoom, Webex meet, Whatsapps, Youtube, etc to carry forward the teaching – learning process during Covid pandemic lockdown period.
- Teaching faculty using ICT tools during lockdown, under took many Refresher Courses, faculty Development Programme (FDP), Short Term Courses, Workshops and Seminar / Webinars.
- Use of ICT in teaching learning process improved the result and performance of the students in both internal and external examinations. The passing percentage of the students was about 99% in Pondicherry University examinations.
- Internal and External examinations were conducted through online mode. Assessment and evaluation of course outcomes were done through online software format.
- Use of ICT facilitated creation of an alternative method of teaching-learning process and blended method.

Problems Encountered and Resources Required

- Inability and Non availability of ICT tools like Smart Phones and internet facilities with theStudents.
- Lack of tech-know among some faculty members and students in usage of modern ICT tools and technology.
- Need of orientation and training for faculty and students on the use of advanced ICT teaching and learning applications.
- Lack of financial support for the purchase of ICT teaching -learning software in the institution.

Best Practices - II "Celebration of various important and commemorative days throughout the year"

Objectives of the Practice

- Means of providing information on various aspects related to that important day or event.
- Scope for inter-disciplinary and multi-disciplinary cooperation.
- Opportunity for the students to develop various skills, by participating in these activities and events organized in the college campus.
- Creation of positive competition among different departments, committees and clubs in the college.

The Context

- In the context of celebrating 75 years of Indian Independence 'Azadi Ka Amrit Mahotsav', colleges have been directed to organize and celebrate various commemorative and important days throughout the year.
- Various commemorative and important days are short listed by departments, clubs and committees based on their relevance to our students and local community.
- Learning outside the curriculum/ syllabi of the department and promotion of inter-disciplinary and multi-disciplinary approach and cooperation within the institution, which is the main aspect of CBCS and NEP.

The Practice

- Departments and various committees of the college organized many events and programmes on important days and commemorative days in honour of Great Personalities and events during the academic year 2020-21.
- Programmes and events were mostly student-centric, giving them opportunity to express themselves. Various activities namely quizzing, painting, debating, group discussions, essay writing, elocution, making presentations and talks were conducted.
- Teaching faculty and students made an attempt to explain and understand the importance and relevance of the important and commemorative days that are celebrated in the college throughout the year.
- Many important and commemorative days are celebrated in the college as means of providing new information and recognition

to those events and days.

Evidence of Success

- Many programmes were organized by the departments and various committees throughout the year 2020-21 at the institutional level.
- Students participated in various activities namely quizzing, painting, debating, group discussions, essay writing, elocution, making presentations and talks in good number.
- The relevance and importance of the day were explained and presented to the students through various activities and presentations.

Problems Encountered and Resources Required

- These activities were limited by the pressure of academic and teaching activity in the College.
- Absence of a large conference room limited the accessibility and participation of the students in programmes and activities. The Covid regulations and SOPs also limited the participation of students in the programmes and events conducted in the college.
- Need of orientation to encourage greater participation of students in these activities.
- Lack of financial support for organizing such activities and programmes in the institution.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Dr. S.R.K. Govt. Arts College, established in 1973 is the only Higher Educational Institution in Yanam, a part of the Union Territory of Puducherry. College is recognized by UGC under section 2(f) and 12(B) and affiliated to Pondicherry Central University, Puducherry from 1984. It is NAAC accreditated College with 'B' Grade. It started functioning from the academic year 1973-74, offering Bachelors Programme in Arts as annex to Junior College in the campus. College started expanding its academic activities with

increasing the number of courses with the passage of time, in tune with local demands and needs.

Today the college offers eight programmes at Under Graduate and four programmes at Post-Graduate level. College adopted Credit Based Choice System from 2017-18, to facilitate inter-disciplinary and skill-based courses in academics. The institution had plans to expand its horizons by introducing more programmes at U.G and P.G levels and mold itself to adapt to the changes to be introduced under New Education Policy.

The College, being affiliated to Pondicherry Central University offering Under Graduate and Post Graduate programmes in this region, surrounded by Andhra Pradesh State make it unique and stated attracting students from other regions and States. About ten studentswere admitted into this college in various programmes from Kerala State, in order to procure degrees from a Central University.

The distinctiveness of being the only Higher Educational Institution affiliated with Pondicherry Central University to offer high-quality education with a single specialization at Under Graduate and Post Graduate level in multiple disciplines makes the college unique and distinct in this region.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Curricular Aspects:

- Increase thenumber of programmes and courses for both undergraduate and postgraduate students.
- Enhancing the feedback mechanism

Teaching-Learning and Evaluation

- Developing and promoting innovation in teaching-learning methodologies.
- Enhancing the application orientation of the curriculum by incorporating more fieldwork, guest lectures, projects and training.

Research, Innovations and Extension

- Organizing international and national seminars/conferences on various relevant themes.
- Promotion of research opportunities for students & faculty members.
- Organising workshops/symposia for faculty, non-teaching staff and students on a periodic basis.

Infrastructure and Learning Resources:

- Enhancing the teaching-learning infrastructure in the College.
- Increasing accessibility to the Library.
- Expansion of Departmental Libraries.

Student Support and Progression:

- Enhancing the role, accuracy and timeliness of information for student support.
- Promoting mentoring system in the college.
- Activation of Placement cell to promote campus placements.

Governance, Leadership and Management

- Facilitating greater stakeholder engagement in the decision-making process of the College.

- Development of more streamlined MIS-based systems in the College and greater integration of ICT-based systems.

Institutional Values and Best Practices:

- Promotion of inclusiveness and better environmental practices in the College such as greater adoption of Solar Energy, Solid Waste Management and Water Management.
- Broadening the horizons and scope of Institutional Social Responsibility.
- Incorporating greater value-driven and goal-oriented education pedagogy.