



KASTHURBA COLLEGE FOR WOMEN

Accredited by NAAC with 'B' Grade

(Functioning under the Aegis of the Pondicherry Society for Higher Education)

Pondy-Villupuram Main Road, Kannagi School Campus,

Villianur, Puducherry - 605110

Tel: 0413-2661627

email: vcw_2005@yahoo.co.in

The Annual Quality Assurance Report (AQAR) of the IQAC July 01, 2017 to June 30, 2018

Part – A

I. Details of the Institution

1.1 Name of the Institution	Kasthurba College for Women
1.2 Address Line 1	Kannagi School Campus
Address Line 2	Pondy-Villupuram Main Road
City/Town	Villianur
State	Puducherry
Pin Code	605 110
Institution e-mail address	vcw_2005@yahoo.co.in
Contact Nos.	0413-2661627

Name of the Head of the Institution

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.06	May 02, 2017	Up to May 01, 2022
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC:

1.8 AQAR for the year

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

AQAR - NIL

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="5"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="6"/>
2.4 No. of Management representatives	<input type="text" value="-"/>
2.5 No. of Alumni	<input type="text" value="-"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="-"/>
2.9 Total No. of members	<input type="text" value="13"/>

2.10 No. of IQAC meetings held

6

2.11 No. of meetings with various stakeholders:

No.

6

Faculty

6

Non-Teaching Staff Students

6

Alumni

-

Others

1 (Parent)

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

-

International

-

National

-

State

1

Institution Level

1

(ii) Themes

- Seminar on "Gender Sensitisation"
- Inter-Collegiate Quiz Competition on Environmental Protection

2.14 Significant Activities and contributions made by IQAC

- ✓ The suggestions given by the NAAC visit on 17th and 18th April 2017, were reviewed and carried out.
- ✓ Academic and Administrative Audit Committee constituted by State Higher Education Council inspected the college on 12th October 2017 and IQAC coordinated the visit.
- ✓ Orientation Programme for the first year students in the first semester on CBCS pattern of education
- ✓ Induction Programme for the first year in the second semester on CBCS pattern of education

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Reviewed and charted plan for the Implementation of Recommendations made by the Peer Team Visit dated 17 th and 18 th April 2018	<p>All the teachers use ICT for teaching for all the classes.</p> <p>The feedback system was made comprehensive, included teaching-learning, administration, library, Counselling services, Canteen</p> <p>Creation of Internal Complaints Committee (ICC) in the College on the lines suggested by the UGC</p> <p>Eco-friendly approach on the campus. An Eco-Club has been established and an in-charge for Eco-Club is nominated with students as members of the club.</p>
Preparation of Academic Calendar for the college in guidance with Pondicherry University Academic Calendar.	Calendar was made ready during the month of July 2018
To conduct orientation programme for the first year on CBCS at regular interval during the first year	An Orientation Programme for the first year in the first semester (18 th Sep 2017) and induction programme in the second semester (9 th Feb 2018) was carried out
To organise an Inter-collegiate competition	Organised Inter-Collegiate Quiz Competition on “Environmental Studies” in collaboration with Department of Science and Technology, Pondicherry and Centre for Pollution Control and Environmental Engineering, Pondicherry University for the first year students of different colleges on 28th Feb 2018.

* Annexure i : Academic Calendar of the year 2017 - 18

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Not Applicable

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	2	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	2	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback: Online Manual Co-operating schools (for PEI)

**Analysis of the feedback in the Annexure II*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

All the Departments have revised and restructured the curriculum and modified the syllabi for the first year students of B.A (Historical Studies and Social Work). Staff from each department is member of Board of Studies at Pondicherry University

- ✓ Public Administration and Environmental Studies are given importance and are included as Ability Enhancement Course (AECC) for both the department

Salient feature of Syllabus of Social Work include:

- ✓ Skill Development Workshop
- ✓ Introduction of subjects like Disaster management, Health Care, Youth Development, Corporate Social Responsibility
- ✓ Field based training including Community based Field Work Module
- ✓ Guidelines to improve Field Work Supervision

Salient feature of Syllabus of Historical Studies include:

- ✓ Introduction of subjects like Human Rights, Understanding Heritage, Indian Architecture, Archaeology, Indian Constitution
- ✓ Historical Tour in the third year for acquainting the students with architectural aspects of

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

-

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
12	12	-	-	

2.2 No. of permanent faculty with Ph.D.

4

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
12	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty - - 1

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	-	-
Presented papers		2	-
Resource Persons	-	-	-

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

- Use of ICT in Teaching and Learning by teaching faculty as well students
- Students are guided to prepare powerpoints for seminar presentation

2.7 Total No. of actual teaching days during this academic year 191

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Not Applicable

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 4

2.10 Average percentage of attendance of students 95%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. A Historical Studies	21	-	-	54%	13%	67%
B.A Social Work	21	-	19%	33%	-	52%

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

- The Periodical meeting organised by IQAC ensures proper planning, monitoring the teaching learning process and the feedback system facilitates the evaluation of the outcome.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	2
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	6	-	-	-
Technical Staff	-	-	-	1

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC encourages faculty members to complete their Ph.D degrees and for those who have not yet registered to do the same. It also motivates the faculty members to apply for minor projects as well.
- One Teaching faculty of Dept. of Social Work has presented his synopsis.
- Two teaching faculty from Dept. of Historical Studies and one teaching faculty of Dept. of Psychology have submitted thesis.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	-	-	2
Outlay in Rs. Lakhs	Rs.2.86 lakhs	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	3	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	1	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	-	-	-	-	-
	Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year	Type of Patent	Number	
		Applied	Granted
National	Applied	-	-
	Granted	-	-
International	Applied	-	-
	Granted	-	-
Commercialised	Applied	-	-
	Granted	-	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution
 who are Ph. D. Guides
 and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Second and Third year students of Dept. of Social Work in association with Integra Software Pvt. Ltd conducted a Sensitisation programme on "Moral Education" for Government Primary Schools in Puducherry. Forty-five students of the college rendered their service to thirty schools in the month of February 2018.

- Students of Second year and Third Year Historical Studies participated in research project on “Assessment of Student Learning” as a Field Assessor from 12th March to 16th March 2018 conducted by Azim Premji Foundation, Pondicherry.
- Rural Camp – Week long Rural Camp was organised by the department for the second BA Social Work students at Poonampoondi village, Villupuram district during the month of February 2018. Various programmes like dental camp, awareness programme on breast cancer, craft training programme for students at primary school, fire safety awareness programme etc were conducted as part of the rural camp.

The NSS Unit has been very active organising awareness talks, rallies, issuing pamphlets and carrying out regular campus cleaning on every working Fridays.

Apart from commemorating various days of importance, the unit also sends its volunteers to attend various programmes to enrich their skills.

1. Dental & Eye camp for all staff and students by Vasan Eye Care on 14.09.2017
2. Community Cleaning on 25.09.2017
3. Distribution of Dengue Awareness Pamphlets (all volunteers)
4. Motivational talk on Competitive Exams at the Education Department on 09.01.2018 (05 Volunteers)
5. District Level Promotion of Art & Culture by Nehru Yuva Kendra on 22.01.2018 (10 volunteers)
6. National Voters Day celebrations at Kamban Kalai Aragam on 25.01.2018 (Volunteers of II Historical Studies & II Social Work)

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2 acres	-	-	2 acres
Class rooms	6	-	-	6
Laboratories	1	-	-	1
Seminar Halls	-	-	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-

Others				
Administration Section including Principal Room	1	-	-	1
Library	1	-	-	1
Counselling Cell	1	-	-	1
Physical Education Room	1	-	-	1
Ladies Retiring Room	1	-	-	1
N.S.S and Red Ribbon Club room	1	-	-	1

4.2 Computerization of administration and library

Library is automated for entry, issue, and return of books as well as for the stock. The outgoing communications are maintained as soft copy in the administration. The baseline data of students are computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2496	554693	15	1000	2715	555693
Reference Books	183					
e-Books						
Journals	11					
e-Journals						
Digital Database						
CD & Video	21					
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	31	20	31	-	-	3	5	3
Added	-	-	-	-	-	-	-	-
Total	31	20	31	-	-	3	5	3

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

All the students are given training on basic computer operation by the lab assistant. Students were given assistance to create e-mail from the computer facility available in the college.

Two classrooms were upgraded as ICT enabled classrooms. Thus 100% of all the classroom in college have LCD Projector as a teaching aid.

4.6 Amount spent on maintenance in lakhs:

i) ICT	80,150
ii) Campus Infrastructure and facilities	2,50,000
iii) Equipments	-
iv) Others (Books, Maintenance of website)	62,330
Total:	3,92,480

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC has sent circular regarding the availability of mentorship programme, Counselling cell within the college.
- IQAC was instrumental in disseminating the knowledge on CBCS pattern, Internal Complaints Committee to the students
- IQAC has started the mentoring system
- IQAC has accepted to have a yearly Academic and Administrative Audit

5.2 Efforts made by the institution for tracking the progression

- The academic progress and other activities are being monitored through Periodical meetings: one in beginning of the semester, mid of the semester and towards the end of the semester.
- IQAC also plays a vital role in collection of feedback, processing it and in informing the report to the concerned faculty. The feedback is modified into comprehensive unit including administration, sports and other amenities. IQAC tracks the implementation of suggestions made by the students and other stakeholders.

UG	PG	Ph. D.	Others
168	-	-	

5.3 (a) Total Number of students

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	-	-		168	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
27	9	-	21	-	57	27	6	-	24	-	57

Demand ratio Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Final year BA Social Work students were given training for 5 days in the month of May, 2017 to prepare the students for MSW entrance examination of Pondicherry Central University. Seven of the students from the department have got admission for MSW at Pondicherry Central University.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

Mentorship Programme

Mentorship Programme was initiated in the college during the academic year 2017 – 18. All the students of the college are guided by teaching faculty. The objective of the mentorship is to provide individual care, attention and guidance for the students. Each faculty has 10 to 12 students. As the students get admitted into the college they are assigned to a particular faculty who is a mentor and who address their apprehension towards college atmosphere, choosing their electives, motivating to optimise their potential for the overall growth and for the development of student.

Psychological Counselling

A separate Counselling Cell is functioning effectively for the students on every Tuesday and Thursday of the week between 3.00 p. m and 4.00 p.m in a separate counselling room. Any student who is in need of psychological guidance and support will approach the Asst. Prof. of Psychology who is available in the mentioned place. The consultation is documented and is kept confidential. Students are given attendance for the period of counselling session taken by the individual.

Career Guidance Programme

Vruksha – a Montessori training centre guided the students in exploring the scope of Montessori Education. All the final year students participated in the programme.

No. of students benefitted

100%

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	6

5.8 Details of gender sensitization programmes

A two day Seminar on “Gender Sensitisation” was organised on 22nd and 23rd August 2018 in the College, with resource person from different streams of life to create awareness among the women students on the following topics

- ✓ Gender and Society
- ✓ Transgender and their Challenges
- ✓ Gender and Equity
- ✓ Gender and Cyber Crime
- ✓ Gender and Safety

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	43	172000
Financial support from other sources (Voluntariat – An NGO in Pondicherry)	3	19500
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs: State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p>Vision</p> <p><i>To educate, empower and promote intellect through holistic learning, towards individual growth and social progress.</i></p> <p>Mission</p> <ul style="list-style-type: none">• To provide need-based quality higher education to women• To facilitate critical thinking and creativity• To impart knowledge and skill for the development of the self through value-based education• To reach out to the diverse and varying needs of the society and• To strive for excellence with state-of-the-art facilities.

6.2 Does the Institution has a Management Information System

In the process of being developed

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

6.3.1 Curriculum Development

- The Curriculum is designed to provide academic flexibility in teaching and learning
- The essential component of the curriculum encourages self-learning, field based study, value added and need based programmes for the holistic learning of the students
- The newly introduced CBCS system is in line with the guidelines of UGC. The students acquire various skills including life skills.

6.3.2 Teaching and Learning

- All the teachers prepare their own e-content and use ICT tool extensively for augmenting the teaching-learning. Students are also motivated and trained to prepare PowerPoint and use it for seminars.
- Intra-Class Quiz Competitions are conducted and students are made to prepare the questions and teacher facilitates the quiz. Students are given small prizes as a token of appreciation and motivation.
- Students of Social Work are taken to various Non Governmental Organisations and regularly go for field work for gaining practical knowledge.
- Students of Historical students are taken for Historical tour for exploring the architectural and archaeological facts and figures.
- Attention is given to slow achievers and as well as high achievers in each class followed by individual care.

6.3.3 Examination and Evaluation

- The CBCS pattern has internal assessment and it is done in an unbiased manner through internal tests, quiz, seminars, assignments, and model exams and the marks are displayed well before their University Examination.
- Model examination is done in systematic way and a nodal officer is nominated for conduct of the same.
- The Online Admission and Student Information System (OASIS) introduced by the Pondicherry University for registration of students for appearing the examination

6.3.4 Research and Development

- Teaching faculty publish articles in national and international journals regularly
- The teaching faculty are motivated to apply for different minor projects from different organisations.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The college has a well-stocked library with the latest books and journals which the staff use and then transmit the new information obtained to their students. students have access to the Question Bank maintained in the Library
- The staff also obtain access to other journals through the INFLIBNET facility available in the library
- The language lab and the library have internet facility for browsing.

6.3.6 Human Resource Management

- Time table prepared during the beginning of the semester ensures that work load is divided equally among the available teaching staff.
- The presence of bio-metric system and regular monitoring by the Principal ensures that classes are handled without fail.
- Other extension activities are divided among the faculty. Administrative staff maintain records of leave, duty leave, attendance of refresher course etc.
- The teaching faculty submitted their Academic Performance Indicator (API) and it was verified with external members from other colleges and Universities and it has been submitted to PONSHE
- Periodical increments and salary are credited for all teaching, non-teaching and sanitary assistants.

6.3.7 Faculty and Staff recruitment

Pondicherry Society for Higher Education (PONSHE) - strives to recruit and retain teachers who are competent, experienced and experts in their respective field of study. PONSHE advertises in the local newspapers and leading National Newspapers in order to reach the best teachers available also in the other states of country. It invites applications from the eligible persons for the post of Assistant Professor in the various disciplines. The candidate should have the following qualifications.

- i. Good academic record as defined by the University concerned with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited Foreign University.
- ii. Must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or the Tamil Nadu-Puducherry Joint State Level Eligibility Test or similar test accredited by the UGC like SLET/SET.
- iii. Notwithstanding anything contained in sub-clauses (i) and (ii) above, candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.

6.3.8 Industry Interaction / Collaboration

- **The Social Work department of the college collaborates with various Government and Non-Governmental Organisations** to spread awareness regarding relevant social issues. In order to equip the students with knowledge, skill and attitude required to become good professional social workers.
 - a. **Interaction programme with Foreign students** – Social work department has conducted a one day interaction programme with Social Work students from Norway on the theme '*Gender, Rural Development and Education: An interface*' on 16th October, 2017. The programme was conducted in association with the Department of Women's Studies, Pondicherry Central University and Sharana Social Development Society (NGO).
 - b. **Participation in the seminar conducted by Satya Special School** – All the students of II BA Social Work participated in a one-day seminar on the topic 'Inclusion from Education to Employment' conducted by Satya Special School, Puducherry on 6th December, 2017.
- **In collaboration with DEED Trust**, Students of Dept of Social Work and Dept of Historical Studies were enrolled in a Certificate course in "National Digital Literacy Mission" training during the month of March and April 2018.

6.3.9 Admission of Students

- The college admits the students solely on the basis of merit in the qualifying examination. As per the directives of Centralised Admission Procedures for Arts and Science Courses (CAPASC), date of sale of application forms/ prospectus is notified in newspapers. Application forms can be downloaded through online mode and also bought from the college offices and on-the-spot enquiries are attended to by the working committee of the college.
- Applications for admission to UG are called for in the month of May. Merit list and provisionally selected list is also made available on the official website://www.bgcw.puducherry.gov.in. Counselling is done by the working members of the screening committee.
- CAPASC follows reservation policy as per the Government orders issued from time to time. Also the admissions are done strictly to the conditions laid down by Pondicherry University.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Residential quarters • Medical reimbursement • Children education allowance • LTC • Child Care Leave
Non teaching	<ul style="list-style-type: none"> • Residential quarters • Medical reimbursement • Children education allowance • LTC • Child Care Leave
Students	<ul style="list-style-type: none"> • Special Central Assistance (SCA) to Scheduled Castes Sub Plan (SCSP) • Welfare Schemes by Dept. Adi Dravidar Welfare, Govt of Puducherry

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	State Higher Education Council, Pondicherry	Yes	IQAC
Administrative	Yes	State Higher Education Council, Pondicherry	-	-

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not Applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable

6.11 Activities and support from the Alumni Association

- The registered Alumni Association is focusing on strengthening the Association through registration of more members
- Alumni students meet the current students and share their knowledge and motivate them for better academic performance

6.12 Activities and support from the Parent – Teacher Association

- The registered PTA organises parents meeting on the first day of the admission of first year students. Parents are oriented about the activities of the college including the availability of Counselling services, Internal Complaints Committee (ICC).
- Each student under the mentorship programme meet the faculty mentor alongwith their parents. Thereby the teaching faculty is aware of the psycho-social background of the student in detail and the resource available in the family and this information is utilised for the development of the student.

6.13 Development programmes for support staff

Principal and Superintendent participated in One day Refresher Course on “General Financial Rules / Recruitment Rules and Conduct Rules” by the Public Administration, Dept of Chief Secretariat, Govt. of Pondicherry.

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

- Energy Conservation: All classrooms are well ventilated and well-lit. Hence no classroom is air-conditioned.
- Open Air Auditorium: The Programmes at the college level are organised on the play ground under the trees
- Waste Segregation: Wastes are segregated into bio-degradable and non bio-degradable and compost is made which is turned into fertilisers for the plants and trees that are grown inside the campus.
- Vegetable garden has been started and the produce is given to the Central Kitchen which is part of the mid-day meal scheme.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Going in for Academic and Administrative Audit
- Mentorship Programme was introduced for the academic year 2017-18 and student are guided and given individual care and attention for their academic, personal and social well-being.
- Counselling Cell functions on a regular basis and students make use of the service for their personal growth

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- As per the guidelines of Pondicherry University, the plan of introducing CBCS pattern of education was carried out successfully
- It was planned to introduce mentoring system and was implemented
- The formation of Internal Complaints Committee (ICC) as per the guidelines of UGC and it was initiated with full fledged internal as well external members

7.3 Give two Best Practices of the institution

- i) Mentoring System
- ii) Academic and Administrative Audit was formulated by State Higher Education Council for all the Colleges in Pondicherry. The first annual Audit for the academic year 2016 – 17 was carried out successfully on 12th October 2017.

** Annexure iii) Details of Best Practices in prescribed format*

7.4 Contribution to environmental awareness / protection

- The Environmental Science paper for the first year students are taught alongwith guest lectures by subject experts from University
- Observation of World Wetland Day on towards protection of various water bodies around the College
- An inter-collegiate quiz competition on environmental science was conducted in collaboration with Dept of Science and Technology

Contd...

“Swachh Bharat Summer Internship”

- Students of Historical Studies & Social Work (CBCS) are engaged in the “Swachh Bharat Summer Internship” programme launched by the Ministry of Human Resource Development in association with the Ministry of Drinking Water and Sanitation. The programme aims to engage youth across the country and develop their skill and orientation for sanitation related work and village level development.
- Students work as an individual and/or as a team (maximum 10 students) for 100 hrs during the summer vacation for the above said programme. Our students work in five registered teams with proper accountability and on completion of the same, reports will be mailed to the department in-charge.

“Swachh Bharat Summer Internship” commenced on 5th June 2018 and Students

- create awareness on “Cleanliness” among the general public,
- actively involved in cleaning streets, schools, general public places
- did survey on the use of plastic carry bags by the retails shop owners.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add.

In Collaboration with Sharana – an NGO (Social and Development Organisation), wall paintings were done in the college campus to facilitate creative expression of the students. In the month of Feb 2018 students were involved

- Preparing the walls for painting
- Ideas were pooled in for the concept to be displayed in the walls through painting
- Students were divided into batches and were involved in drawing and painting the walls

As a result, the wall painting

- Fostered creative expression of the students
- Offered stress relief
- Promoted optimistic thinking
- Gained a experience of painting on the wall
- Increased the value of the college
- Improved the aesthetic view of the college

8. Plans of institution for next year

- To develop the infrastructure of the college
- To introduce two new courses viz., B.A. English and B.Sc. Psychology
- To facilitate social initiatives to be taken up by the students through N.S.S . and Eco Club

Name K.BHUVANESWARI



Signature of the Coordinator, IQAC

Name Dr. CHERYL - ANN G. SHIVAN,
M.A., M.Ed., M.Phil., Ph.D.,
PRINCIPAL
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Signature of the Chairperson, IQAC

Annexure i: Academic Calendar

Annexure ii: Feedback Analysis

Annexure iii: Best Practices

PONDICHERRY UNIVERSITY**PUDUCHERRY****ACADEMIC CALENDAR FOR UG/PG COURSES of the
AFFILIATED COLLEGES 2017-2018****(Arts, Science, Commerce & management)**

Sl. No.	Particulars	1 Year	II & III Year
1	Commencement of the Academic session	27.07.2017 (Thursday)	27.06.2017 (Thursday)
2	Closure of admission *	15.09.2017 (Friday)	
3	Last Date for submission of Recognition/Matriculation & Registration Forms	28.09.2017 (Thursday)	---
4	End of classes	07.12.2017 (Thursday)	08.11.2017 (Thursday)
5	Beginning of Examination (Odd semester)	08.12.2017 (Friday)	24.11.2017 (Friday)
6	Winter holidays	08.12.2017 (Friday) To 01.01.2018 (Monday)	08.12.2017 (Friday) To 01.01.2018 (Monday)
7	Declaration of results (after)	16.02.2018 (Friday)	16.02.2018 (Friday)
8	Start of Even semester	02.01.2018 (Tuesday)	02.01.2018 (Tuesday)
9	End of Even semester	03.05.2018 (Thursday)	03.05.2018 (Thursday)
10	Examination (even semester) (including Practical)	09.04.2018 (Monday)	09.04.2018 (Monday)
11	Summer vacation	04.05.2018 (Friday) To 24.06.2018 (Sunday)	04.05.2018 (Friday) To 24.06.2018 (Sunday)
12	Declaration of results	25.07.2018 (Wednesday)	25.07.2018 (Wednesday)

***Including Lateral Entry/ re-admission /repeaters/Sponsor candidates**

Annexure ii

Feedback Analysis

Students

		Below Average	Average	Good	Very Good	Excellent
1	Teaching & Learning	0.5%	0.5%	3%	91%	5%
2	Library	-	-	60%	40%	-
3	Canteen facility	1%	2%	5%	90%	2%
4	Computer Lab	-	1%	64%	35%	-

Alumnae

		Below Average	Average	Good	Very Good	Excellent
1	Teaching & Learning	0.4%	0.6%	9%	94%	6%
2	Library	-	-	80%	20%	-
3	Canteen facility	2%	4%	80%	11%	3%
4	Computer Lab	-	4%	61%	33%	2%

Parents

		Below Average	Average	Good	Very Good	Excellent
1	Mentorship	-	-	-	96%	4%
2	Teaching & Learning	-	1%	2%	95%	2%
3	Extension Activities	-	1%	4%	93%	2%
4	Infrastructure	-	8%	52%	34%	4%
5	Canteen	-	4%	8%	92%	-

Annexure iii

Best Practice 1

1. Title: **Mentoring System for the Students**

2.Goal

The aim of the System is to guide the students and to optimize their academic, social, personal and psychological well being during their course of study.

3. The Context

Students enter higher education during their post adolescent stage of life. Changing social dynamics, technological development, difficult and disadvantaged family backgrounds, have a great impact on the students thus, increasing the challenges in personal and academic life coping abilities. Hence, students need someone to guide and mentor them in decision making and problem solving skills.

4. The Practice

Each teaching faculty has to mentor 10 – 12 students throughout their course of study in the college. The teacher after analyzing the student’s family background, personal and academic skills, guides, supports, motivates the students to increase their learning potential. The teacher meets the parent and explains the mentoring process to them, thus explaining the importance of a family’s responsibility and cooperation in mentoring of the students.

5. Evidence of Success

- The teachers being mentors gained more understanding of the psychosocial background of the students, thus increasing the scope of identifying the areas which need to be strengthened for the overall well being of the students.
- Mentoring decreased the drop-out rate especially among the students who are vulnerable for discontinuing higher education. The teachers make home visits whenever there is absenteeism for a period more than a week.
- Mentoring developed coping strategy to deal with personal, social and academic challenges of the student during their study period as well as in future.

6. Problems Encountered and Resources Required

- Gender barrier: Women students find it easier to communicate with same gender teacher rather than the opposite gender.
- A few students find it difficult to express their difficulties despite the teacher being open to accommodate individual differences.
- A training session on professional Counselling and Guidance will boost the capacity of all the teachers, and thus, increase the standard of individual care and attention.

Best Practice 2

1. Title: Academic and Administrative Audit (AAA)

2.Goal

The major goal of the AAA is to assess and guide the system for quality enhancement in administration and financial utilization in higher education.

3. The Context

As per the guidelines given by NAAC, the Pondicherry State Higher Education Council framed an AAA Committee comprising senior most academicians to visit and inspect the activities of all the colleges once in a year.

4. The Practice

The AAA team consisting of five members visited the college and gave suggestions and guidance to improve the quality of service. The AAA team observed the activities of the college under the seven criteria (Curricular Aspects, Teaching, Learning and Evaluation, Research, Consultancy and Extension, Infrastructure and Learning Resources, Student Support and Progression, Governance, Leadership and Management, Innovations and Best Practices). The team had a discussion with various stakeholders including parents and alumni.

5. Evidence of Success

The team assessed the strength and weakness of the college and gave suggestions for improvement. The AAA team after the visit sent a report to the college which served as feedback and it formed as a base for quality enhancement.