

Annexure 4: Institutional Plan Template

Sample Template for Institutional Plan

1. INSTITUTIONAL BASIC INFORMATION

1.1 Institutional Identity:

- Name of the Institution : Arignar Anna Government Arts & Science College, Karaikal.
- Is the Institution approved by?
Regulatory body? :Yes / No (Pondicherry University)
- Furnish approval no. :No. PU/AW-3/1/2013-14/203Dt.3.3.14
- Type of Institution :Govt.funded/Govt.aided/Private
Unaided/Autonomous/other
- Status of Institution :Autonomous Institute as declared
By University/Non-autonomous/Deemed
University/constituent Institution

● Name of Head of Institution and Project Nodal Officers

<i>Head and Nodal Officer</i>	<i>Name</i>	<i>Phone Number</i>	<i>Mobile Number</i>	<i>Fax Number</i>	<i>E-mail Address</i>
Head of the Institution (Full time appointee)	Dr. SASI KANTA DASH	OFF: 04368-231743	9543305670	04368-231743	aagac.kkl@gmail.com
RUSA Institutional Coordinator	Dr.A.IRUDAYARAJ		9789760161		A_irudayaraj@ymail.com
Nodal Officers for :					
Academic Activities	Dr.V.Thenkovan		9442131140		
Civil Works including Environment Management	Dr.P.Ambigadevi		9443875624		
Procurement	Dr.Md. Asaad Raza		9443053847		
Financial aspects	Mr. R.Rengasamy		9994045028		
Equity Assurance Plan Implementation	Mr.T.Kanagavel		9443231824		

1.2 Academic Information:

● UG/PG/Ph.D Programs offered in Academic year 2013-14

<i>Sl. No</i>	<i>Title of Programs</i>	<i>Level (UG,PG,PhD)</i>	<i>Duration (Years)</i>	<i>Year of Starting</i>	<i>Sanctioned Annual intake</i>	<i>Total Student strength</i>
	B.A. Tamil	UG	3	1973	50	102
	B.A. Economics	UG	3	1968	55	117
	B.Com	UG	3	1980	45	129
	B.Sc. Mathematics	UG	3	1968	40	27
	B.Sc Physics	UG	3	1978	27	21
	B.Sc Chemistry	UG	3	1960	27	49
	B.Sc Zoology	UG	3	1982	27	41

	B.Sc Computer	UG	3	1998	22	59
	M.A. Tamil	PG	2	1997	20	23
	M.A Economics	PG	2	1997	15	18
	M.Com	PG	2	1997	20	33
	Master Of Public	PG	2	1993	20	12
	Master of Social	PG	2	1993	20	21

Whether Institution is accredited? YES

- Grade - C++
- When - 2004

● **Accreditation Status of UG Programs:**

Title of UG Programs being offered	Whether eligible for accreditation or not?	Whether accredited as on 31 st march 2014?	Whether “Applied for” as on 31 st march
B.A. Tamil	YES	LETTER OF INTENT, AQAR & SSR UPLOADED FOR RE-ACCREDITATION	YES
B.A. Economics			
B.Com			
B.Sc. Mathematics			
B.Sc Physics			
B.Sc Chemistry			
B.Sc Zoology			
B.Sc Computer Science			

Accreditation Status of PG Programs:

Title of PG programs Being offered	Whether eligible for Accreditation Or not?	Whether Accredited as on 31 st March, 2014?	Whether “Applied for” as on 31 st March, 2014?
M.A. Tamil	YES	LETTER OF INTENT, AQAR & SSR UPLOADED FOR RE-ACCREDITATION	YES
M.A Economics			
M.Com			
Master Of Public Administration			
Master of Social Work			

1.3 Faculty Status (Regular/On-Contract Faculty as on 31st March, 2014)

Faculty Rank	No. of sanctioned Regular Posts	Presents Status : Number in Position by Highest Qualification												Total Number of regular faculty in Position	Total vacancies	Total number of contract faculty in Position
		Doctoral Degrees				Masters Degrees				Bachelor Degrees						
		Engineering Disciplines		Other Disciplines		Engineering Disciplines		Other Disciplines		Engineering Disciplines		Other Disciplines				
		R	C	R	C	R	C	R	C	R	C	R	C			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15= (3+5+7+9+11+13)	16= (2-15)	17= (4+6+8+10+12+14)
Prof	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Asso Prof	-	-	-	8	-	-	-	5	-	-	-	-	-	13	-	-
Asst Prof	-	-	-	13	-	-	-	26	-	-	-	-	-	39	-	-
Total	80	-	-	21	-	-	-	31	-	-	-	-	-	52	28	-

Prof = Proffessor, Asso Prof = Associate Professor, Asst Prof = Assistant Professor, R=
Regular, C = Contract

1.4 Baseline Data (all data given for the following parameters to ALL disciplines)

Sl.No	Parameters	
1.	Total strength of students in all programs and all years of study in the year 2013-14	652
2.	Total women students in all programs and all years of study in the year 2013-14	318
3.	Total SC students in all programs and all years of study in the year 2013 – 14	173
4.	Total ST students in all programs and all years of study in the year 2013-14	NIL
5.	Total OBC students in all programs and all years of study in the year 2013-14	361
6.	Number of fully functional P-4 and above level computers available for students in the year 2013-14	50
7.	Total number of text books and reference books available in library for UG and PG students in the year 2013 -14	56,175
8.	% of UG students placed through campus interviews in the year 2012-13	20 Nos
9.	% of PG students placed through campus interviews in the year 2012-13	5 Nos
10.	% of high quality undergraduates(>75% marks)passed out in the year 2013-14	12%
11.	% of high quality postgraduates(>75% marks) passed out in the year2013-14	30%
12.	Number of research publications in Indian refereed journals in the year 2013-14	11
13.	Number of research publications in International refereed journals in the year 2013-14	12
14.	Number of patents obtained in the year 2013-14	NIL
15.	Number of patents filed in the year 2013-14	NIL
16.	Number of sponsored research projects comp	01
17.	The transition rate of students in percentage from 1 st year to 2 nd year in the year 2013-14for : (i)all students (ii)SC(iii)ST(iv)OBC	99% 99%
18.	IRG from students' fee and other charges in the year 2012-13 (Rs.In lakh)	864849
19.	IRG from externally funded R & D projects, consultancies in the year 2013-14 (Rs. In lakh)	NIL
20.	Total IRG in the year 2012 – 13(Rs. In lakh)	864849
21.	Total annual recurring expenditure of the institution in the year 2013-14 (Rs. In lakh)	623768 40

2 INSTITUTIONAL DEVELOPMENT PROPOSAL (IDP)

2.2 Give the Executive Summary of the IDP.

This college was started by the Government of Puducherry on 14th July 1967. This was a significant and initial landmark in the progress of higher education in Karaikal. Before the inauguration of this college, there was only French education at school level (Brevet). In the initial years the wards of elite public were admitted. This situation changed in 90's when there was a tremendous growth of professional courses started both in the Government as well as private sectors. The wards of elite have now migrated to the professional courses available in Karaikal. At present, our college has the added challenge of catering education primarily to the economically under privileged section. Our task is to offer quality education with social, moral and ecological codes to the rural and under privileged students of this region. More specifically our vision is to lead and guide our students in their path of success and progress set on prosperity and posterity. The vision is to produce students who excel in their chosen fields academically and professionally.

We aim at imparting education that not only propels the students up the career ladder but also makes them responsible citizens. The avowed motto of the institution is to discipline the human mind ultimately leading to inner freedom and harmony. The real greatness of a person depends on his mental make up its stature and poise as embodied in the line picked from Thirukkural.

The core mission is to strive for excellence in our academic social pursuits upon which the 47 year old foundation and faith of our college lies. This quest for the holistic development of students has been getting the decision making of the college in every aspect. The academic mission of the college is to contribute creatively to the enrichment of the intellectual and manpower resources of the nation.

Students are admitted here on the performance of HSC after adhering to Government reservation policy. Most of the students admitted are from schools where the medium of instruction is Tamil. They have a very low socio-economic background. Most of them are first generation learners. Their parents have never touched the portals of higher education in their life. The mission is to help the under privileged rural students to move up in the academic and social pursuits.

This Institution wishes to submit the Institutional Developmental Proposal for the next THREE years of plan focusing on improving the academic success of the students, increasing their learning outcomes and employability. It is envisaged to make the institution more effective through strengthening of infrastructure and improving the quality of teachers. The SWOT analysis is used to draw up the strategic plan on a process of involvement of all the stakeholders. An Institutional strategy was formulated keeping in view of its Vision, Mission and Values. Strategic goals are in terms of education, human resource, organization and infrastructure for the preparation the action plan.

2.3 Provide the details of SWOT analysis carried out (in terms of methodology used, analysis and information and data as collected and inferences derived with respect to strengths, weaknesses, opportunities and threats).

SWOT is very much essential for the preparation of strategic planning. A Core Team was constituted by The Principal. Preliminary environmental scan was done to obtain a valuable insight into the problem of the institution. Participation was invited from various stakeholders including the faculty members, supporting staff, students, parents, alumni and other industrial personnel. Their ideas were made use of in preparing the action plan.

SWOT ANALYSIS

STRENGTHS

- 1) Well experienced, permanent, qualified, competent and dedicated faculty members.
- 2) Good infrastructure facilities
- 3) Learner centered and empathetic teaching
- 4) Technology enhanced project based learning
- 5) Regular remedial coaching classes
- 6) Special coaching classes for the students appearing for competitive examinations including NET/SLET
- 7) Steady support from alumni
- 8) Tangible contribution of NSS and NCC towards ISR activities
- 9) Willingness of the faculty to take any administrative work
- 10) The staff members possess resourcefulness and expertise in various fields of knowledge actively engaging themselves in research activities such as doing PhD, presentation of research papers in conferences, publication of research articles etc.

WEAKNESSES

- 1) Majority of the students hailing from low economic, social and educational status mostly first generation learners.
- 2) Admission of least scored students with poor knowledge and interacting ability
- 3) Students with very weak English language skills
- 4) The college building requires repairs and renovation work.
- 5) Faculty shortage in some departments (Chemistry, Mathematics, Physics, Commerce & Economics).
- 6) No feeder courses are available for Master degrees in Public Administration and Social Work.

OPPORTUNITIES

- 1) Staff members are provided opportunities to participate in Seminars/Workshops/Conferences/Refresher Courses/ Orientation Courses.
- 2) Teaching manuals for teaching soft skills, language skills etc.
- 3) There is an opportunity to design indigenous modules for teaching add-on certificate courses.
- 4) Sufficient availability of books, journals and internet for the staff and the students.
- 5) Opportunity for sensitizing students in entrepreneurship.
- 6) Opportunity to the students in the preparation of competitive examinations including NET/SLET
- 7) Improving the English Language skill of the students.
- 8) Opportunity in the promotion of sports/cultural events.

CHALLENGES

- 1) Teaching the first generation socially and economically underprivileged students with inadequate English language skill.
- 2) Many below average students are admitted. Teaching them is a challenging task.
- 3) It is very difficult to mould students to get eligibility in admission for higher studies.
- 4) There is no monetary support for the college to invite external experts to the departments.

● **Based on SWOT analysis, provide the “Strategic Plan” developed for Institutional Development.**

<p>EDUCATION</p>	<ol style="list-style-type: none"> 1. Improving the learning outcome (proficiency) and employability of the students by providing them the opportunity to expand their knowledge and skills of socially & economically backward students of this institution through learning opportunities facilitated by the new technology. 2. Increasing academic success through remedial classes 3. Improving the English Language skill. 4. Entrepreneurial skill training is required for improving self employment avenues. 5. Introduction of Value Added Courses to attract students and thereby increase in student enrollment.
<p>HUMAN RESOURCE ORGANISATION</p>	<ol style="list-style-type: none"> 1. Continuous up gradation of knowledge base of the faculty through adequate exposure to current global exposure.

	<p>2. The Vacancy of teaching posts in the sanctioned strength is an extremely serious problem. Due to various reasons a large number of faculty positions have not been filled up. Shortage of faculties creates serious hurdles in the proper functioning of the college. Moreover, staff for the new diploma courses is also needed.</p>
INFRASTRUCTURE	<p>38 year old college building is much damaged and it requires immediate renovation to extend the life of it. Repairing of Chemistry Laboratory, Construction of Toilet Block, Lawn Tennis Court and bifurcation of Library into reading and reference sections are also to be undertaken.</p>

● **How the key activities proposed in the institution Development**

Proposals are linked with the results of SWOT Analysis.

This institution is addressing the challenges with limited available resources. Deficiencies in terms of faculty and infrastructure are added constraints. Four add on courses sponsored by the UGC have been introduced to promote the employability of the students. In this context three new diploma programmes (listed below) have been proposed to enable our students to develop their English Language skills, inter-personal relationship, technical skill and entrepreneurial skill.

1. Diploma in Personality Development and Soft Skills
2. Diploma in Hardware Maintenance in Mobile Phones, Laptop and Computers and
3. Diploma in Entrepreneurship.

Faculty improvement is a **sine qua non** for quality and excellence in higher education. This college regularly updates its faculty for the improvement of teaching and learning process. Faculty recruitment and development are included in the proposal.

2.3 State the specific objectives and expected results of your proposal (in terms of, “Institutional strengthening and improvements in employability and learning outcomes of graduates”. These objective and results should be linked to the SWOT analysis.

Sl No	Specific Objectives In The Proposal	Expected Results In Terms Of Institutional Strengthening And Improvements In Employability And Learning Outcomes.
1.	Buildings	Renovation of 38 year old college building
2.	Academic	<p>Introduction of three new Diploma Courses in</p> <ol style="list-style-type: none"> 1. Diploma in Personality Development and Soft Skills 2. Diploma in Hardware Maintenances in Mobile Phone, Laptop and Computer and 3. Diploma in Entrepreneurship. <p>Diploma in Personality Development and Soft Skills would promote learning outcomes in terms of developing English language skills in addition to the employability of the students.</p>
3.	Campus Development	<ol style="list-style-type: none"> 1. To construct four wheeler and two wheeler parking shed 2. To expand existing environment services, amenities and green campus initiative by regular maintenance and by water harvesting from the pond of the college. 3. To renovate the Pond & Creation of Herbal Garden.
4.	Laboratories	To procure requisite equipments for the new programmes in addition to the modernization of the Chemistry Laboratory.
5.	Library	<ol style="list-style-type: none"> 1. Bifurcation of library into reading and reference sections. 2. To establish Learning Resource Centre in the existing library.
6.	Toilet Block	To construct a Separate Toilet Block for the students.

7.	Faculty Improvement	<ol style="list-style-type: none"> 1. To identify the academic and training needs of the faculty in order to improve the teaching and learning outcomes. 2. To organize/ participate in seminars/ conferences workshops for the benefit of the teachers and 3. To promote research activities.
8.	Faculty Recruitment	<ol style="list-style-type: none"> 1. To fill up urgently the vacancies in Chemistry (2 posts), Mathematics (2 posts), Commerce (2 posts), Economics (2 posts) under the component 11 of RUSA. and 2. To recruit faculty members for the three new diploma courses to be introduced.
9.	Sports Equipments and Play Facilities	<ol style="list-style-type: none"> 1. To construct a Lawn Tennis Court 2. To construct a Mini Auditorium with a seating capacity of 250.

2.4 Provide an action plan for: (max 1 page each) (a)Improving employability of graduates

The institution has Career Counselling cum Placement Cell which exploits every possibility to impart proper Counselling to the students. Career Guidance Cell engages classes on soft skill development by utilizing the services of both the members of the faculty as well as the experts from various fields. It is training the students for face to face and Group Discussion types of interviews. Thus the Placement Cell is promoting students' accessibility to campus interview opportunities.

Sl. No.	Employers	No. of Students Participated	No. of Students placed
1	Madhura –Infotech (2012)	85	59
2	Eureka Forbes (2013)	40	20
3	ILM, Chennai (2013)	15	05
TOTAL		140	84

52% of the students who participated in the Campus Interviews got selected.

Coaching classes are being conducted for the final PG students in order to enable them to appear NET/SLET under UGC fund. Coaching classes for other competitive examinations are also conducted under UGC assistance. The coaching classes for competitive

examinations aim to train the students in specific ways of acquiring communicative skills, soft skills and interview skills and to motivate the final UG students to take interest in competitive examinations. Numerical aptitude, logical reasoning and language aptitude are some of the components taught to the students appearing for clerical examinations (IBPS& SSC).

The College organized **Workshops and Training Programmes** for promoting entrepreneurship. Several workshops were conducted under the aegis of counseling and career guidance cell; Workshops on employability quotient, women entrepreneurship and financial planning for young investors etc. are arranged by them. The students are permitted to attend training programmes on entrepreneurship. Zoology students attended training programme on ornamental fish keeping and breeding and also attended awareness programme on employment prospects and entrepreneurship in marine sciences. Commerce and Economics students gained adequate knowledge on entrepreneurial development.

The institution at present offers the following **UGC Sponsored Certificate Courses** to the students along with regular curriculum in order to make them more skill oriented and job oriented.

1. Certificate Course in Human Rights
2. Certificate Course in Mass Communication
3. Certificate Course in Computer Hardware Maintenance
4. Certificate Course in Disaster Management.

The three more new diplomas are also proposed in the action plan

(b) Increased learning outcomes of the students

During the time of admission, the admission committee members pose questions on the candidates about the subjects studied, school in which studied and the family background. The HOD in the committee puts subject oriented questions. On the joining day, one day induction programme is given. In this programme, the freshers are informed about the college and the environment, rules and regulations, examination pattern and evaluation. The students are also made aware of the scope of the course and placement opportunities.

The expertise of the external experts is used to supplement student learning. Conducting student enrichment programmes throughout the academic year is made mandatory by the institution. The efforts made by the institution to supplement University curriculum are reflected in the UGC remedial classes organized for slow learners.

About 45% of students are girls and the institution provides them unrestricted support to come forward in every walk of life. Environmental education is a compulsory paper for UG students. NSS and NCC conduct awareness programmes on the themes of human rights, plastic free society etc.

Tutorial effort is made to motivate and energize those who exhibit deficient skills. In extreme instances, even suggestions and advice for reorientation is provided to the

students. Remedial exercises are assigned by the class teacher to those who are found to lag behind. The students also attend UGC sponsored remedial classes run by the college.

The departments encourage the advanced learners to participate / present papers in seminars/conferences and guide them to take up various competitive examinations. Books from college library as well as from other sources are facilitated to them. Opportunities for participation in inter university and inter collegiate competitive programmes are also made available to them.

Teachers are instructed to lay special emphasis on value based pedagogy which tends to connect the academic syllabus with the social and moral concerns of everyday life, The institution sensitizes the students by organizing NSS and NCC programmes on themes such as gender inclusion, environment etc. The institution has celebrated the yearlong celebration of Swami Vivekananda 150th anniversary to cherish the ideal of brotherhood.

Most of the students admitted in this college have studied in Tamil medium and rural based schools. These students scored low marks. Most of them are children of disadvantaged and marginalized parents. Low level of confidence, motivation and indifference are seen. They are at the risk of drop out. Hence a teacher must have not only to enrich his/ her knowledge but also to enrich his heart to reshape them.

For effective teaching the following teaching aids are used in the class rooms. Computer / Laptop is available in all departments with internet facilities. Department laptop or personal laptop is used in the classes.

The implementation of new learner centric and inclusive strategies has resulted in the palpable improvement in the cognitive abilities and communicative capacity of students. College itself has conducted many national seminars / national workshops for the last three years to encourage the faculty to adopt new approaches on student learning. All PG departments have project works and seminars as part of the continuous assessment.

(c) Obtaining autonomous institution status within 2 years

The college administration is controlled by the Govt. of Puducherry and academically governed by Pondicherry University. As such the institution does not enjoy autonomous status. The college is accredited with NAAC and obtained C++ and is going for reaccreditation for which the Self Study Report (SSR) has already been uploaded in the website of the college before it is submitted to NAAC.

The college has established an IQAC in April 2012 as a quality substance and quality enhancement measure. The IQAC has been infusing a sense of belonging and participation in the entire faculty of the institution and it ensures that the stated objectives of the curriculum are achieved in the course of implementation. The functioning of the various committees of the college strengthens the process of implementation of curriculum.

Thus QAC is continuously assessing the performance of the institution on the objective and predetermined parameters and making the output performance data public to ensure transparency and accountability.

The Board of studies and Academic Council of the University convene periodical meetings where fine tuning of the curriculum is carried out after considering the feedback from faculty and stakeholders. National Conferences / National Seminars / Workshops and invited talks are arranged in the institution for the benefits of the teachers as well as the students.

Members of BoS represent all the curriculum related issues to the University. Feedback is obtained from the students, related to the Curriculum, is used to suggest modifications during the Board of Studies meetings.

Our institution prepares the curriculum for add-on courses in

1. Human Rights
2. Mass Communication
3. Computer Hardware Maintenance and
4. Disaster Management. (Approval of the University is obtained for the curriculum implementation). Thus obtaining autonomous status within 2 years is well within the reach of this institution.

(d) Achieving the targets of 60% of the eligible UG and PG Programs accredited within two years of joining the Project and 100% accreditation obtained and applied for by the end of the Project of the eligible UG and PG Programs

All UG & PG programmes offered in the college were accredited by NAAC and Pondicherry University has granted affiliation to run all the courses offered by the institution.

Three new programmes are now proposed.

1. Diploma in Personality Development & Soft Skill Development
2. Diploma in Hardware Maintenance in Mobile Phones, Laptop and Computers and
3. Diploma in Entrepreneurship

The above mentioned three new programmes proposed are to be offered as add on courses of one year to students of this college and that of other colleges through evening college mode for which separate requirements are proposed with an objective of achieving the target of 60% of the programmes accredited within two years of joining the project and

100% accreditation by the end of the project period. Sustainability of the three new Diploma Courses beyond the project period could be achieved through fee collection from the students and through financial support of the Government.

(e) Implementation of academic and non-academic reforms (details given in RUSA Document)

ACDEMIC REFORMS

The curriculum of the college is generally revised once in three years for both UG and PG courses. While reviewing the syllabus, socially relevant and job oriented contents are given due importance. Some of the changes have been made in our curriculum.

Sl. No.	Departments	Curriculum enrichment
1	Tamil	New syllabus for foundation course – language – Inclusion of Journalism and Folk lore and student projects for degree course.
2	Economics	M.Sc (Economics) syllabus at University level is bifurcated into BA (Economics) and MA Economics at affiliated college level which made the subject more technical and job oriented (2011).
3	Commerce	Need Based Curriculum is introduced.
4	Chemistry	Industrial visit reports along with practical records introduced.
5	Public Administration	Curriculum revised in April 2014 and a paper on ICT in Public Administration was introduced.
6	Social Work	Curriculum made more applied and field work related. Choice based credit system is introduced
7	English	Foundation course syllabus is revised. A smart class methodology has been introduced.

Every major course is supplemented with foundation courses. Environmental education has become imperative in the wake of unscrupulous exploitation of nature causing severe ecological issues .A paper on environmental studies is made compulsory and common for all degree courses during the II semester.

The institution is a meeting place for curriculum designers, developers, implementers, practioners, academic peers, employers and community at large. The feedback from all these diverse social entities is properly added and follow up activities are initiated by the institution.

NON ACADEMIC ACTIVITIES

NCC, NSS, Red Ribbon Club and Social Work Department are actively functioning in the college for promoting extension activities and they have developed a well-knit network with the neighborhood through students' involvement in community development programmes and special camps. Their involvement in community helps them not only in their overall development but also for the sustainable Community Development. The NSS unit of the College has adopted villages for Special Camps. Majority of the staff of various Departments are interested to participate in extension activities. The college is also involved in various activities entrusted by the District Administration. Recently the District Administration requested the College to conduct inter collegiate Cultural Competition and Marathon Rally to mark the Puducherry Tourism Day Celebration in 2013. The College itself wants to have a good inter departmental relationship. The College has been organising inter department Staff Cricket Tournament for the last two years. The students of Social Work conducted a Survey on Sanitation and submitted a report to the District Collector of Karaikal.

Our students are unique in the involvement in reach out activities. Every student enrolled in the College in general and enrolled in NCC/NSS in particular is interested to save one's life by donating blood. This readiness is the strength of the college and it has earned a great respect among the public for both the staff and the students. Peer enlightenment and encouragement for blood donation is another remarkable aspect indicative of students' contribution to the Community Development. Women NCC cadets are also interested in participating in all extension activities.

The officers in charge of NCC, NSS and sports prepare their action plan every year during the beginning of the year in order to bring certain non-academic reforms now and then depending upon the local needs and requirements.

(f) Improving interaction with industry

Course work is exclusively linked, adopted and disseminated to the students with the requirements of the employment market. Departments of Social Work, Chemistry and Zoology concentrate on field related course works. All the students are given an overview of opportunities in the diverse section of higher education and research. Departments of Commerce and Economics are fond of conducting programmes related to self – employment in the field of finance, banking and insurance. Teachers orient the students on the practical relevance of the subjects.

Three categories are identified as the beneficiaries of the educational practice on the Campus – the students, the industry and the society. Regular conduct of open forums for students to air their academic and extra academic aspirations, demands and complaints have resulted in tremendous improvement in the learning environment on the campus. Feedback and suggestions on the quality of the human resource output on the campus are solicited from the companies.

The Placement Cell of the campus receives, scrutinizes and implements the suggestions from the prospective companies and the alumni with the research inputs and consultation of the faculty. The students of Physics, Chemistry, and Zoology visit the industrial sites, Public sector units, marine institutions etc. for their course work.

(g) Enhancement of research and consultancy activities.

Laboratories, Chemicals and equipments, research journals, experts' guidance, Computers, internets etc. are available to the students and the staff within the campus.

The teachers are encouraged to participate in academic seminars and workshops. Teachers are also required to attend refresher and orientation courses. The college is also insistent on organizing academic seminars and expert talks on the campus. Teachers are encouraged to do Ph.D. Many departments have organized seminars and workshops in this institution. Tamil Department organized two ten day workshops on classical literature. Social work department has conducted two National level seminars. Public administration dept has conducted 3 National level conferences. Economics department conducted one National level conference and two National level workshops. The Public Administration department shall organize another National Seminar on 5th & 6th of September 2014.

65 Research Papers were published in National Journals and 45 in International Journals with 19 Impact Factors. 32 chapters were published in Book with ISBN.

The Institution is in latent position of the strength in terms of competent workforce, convertible infrastructure, space and elaborates library facilities to conduct research oriented courses. The College has the Consultancy potential. However this is not a registered centre for consultancy service. The college has to develop a Structured Consultancy Policy. The staff members need to be encouraged accordingly. Being a Government College, it cannot formulate its structured consultancy policy without Government approval, even though there are the broad areas available for consultancy. However this college has made some steps in this direction:

1. Commerce Department has already initiated to help the administration in 'e' filling of I.T returns.

2. Social Work Department provides its consultancy on counseling of school and college students by conducting awareness programs.

2.5 Provide an action plan for organizing a Finishing School and for improving the academic Performance of SC/ST/OBC/ academically weak students through innovative methods, such as remedial and skill development classes for increasing the transition rate and pass rate with the objective of improving their employability.

About 95% of our students hail from families of agriculture labour, coolies, menial vendors. Since, most of the students have parents who are partially or completely illiterate, they have to overcome the conventional apathy. To empower these students through the powerful tool of education is the main task of our teachers. The college functions with the ulterior aim of constituting itself into a centre of higher learning and an inventory of skilled human resources both of which shall contribute to national reconstruction. We have oriented this vision to expand the knowledge base of our students and sharpening their employment skills. The Medium of instruction, viz. English is the main hurdle. Thus bilingual teaching (English and Tamil) is indispensable. This strategy wins the confidence and helps to increase transition rate and pass rate.

The primary objective of teaching / learning process is to enable the students achieve the stipulated level of knowledge acquisition and skill development as required in the syllabus. Practical training programmes are also undertaken by the Departments to achieve the objective. The staff and students are conscious of the objectives of learning. A review is made immediately after the publication of the University Examination results. The college is adopting the tutorial system to serve the purpose of improving results and providing individual attention to those who are in requirement of additional care and support. Communicative English is taught under UGC Caching Classes for competitive examinations for improving their employability

. After publication of the results, the tutors are compelled to ensure that future learning outcome should be result oriented. The remedial coaching classes are arranged to achieve the learning outcomes and it is proposed to continue the remedial classes to improve the performance of SC/ST/OBC students.

The govt. of Puducherry offers financial assistance to SC students. 25% of our students are the beneficiaries of scholarship. The college offers the following UGC Sponsored add on courses:

1. Human Rights
2. Computer Hardware Maintenance
3. Disaster Management
4. Mass Communication.

Now three new Diploma courses are proposed to promote personality and employability of the students in general and also SC/ST/OBC students in particular.

2.6 Provide an action plan for strengthening of PG programs and starting of new PG programs.

This college is offering five PG programmes:

- M.A. Tamil
- M.A. Economics
- M.Com
- Master of Public Administration
- Master of Social Work

There are no undergraduate programmes in Public Administration and Social Work. Students are admitted to these courses from other interdisciplinary / subjects. Most of the students thus have no background knowledge about the subjects to be studied. Thus the introduction of UG programmes in these subjects has become essential. Further the students of this college are facing hardships in joining Master Degree courses in science subjects mainly because there is no Master Degree in science subjects available in this institution. Our students are mostly poor and they are forced to spend money in pursuing their Master Degree courses in science subjects in distant places.

Hence, strengthening of existing PG programmes and starting of new PG programmes are very much required.

2.7 Attach a summary of Training Needs Analysis carried out. Also, provide Faculty Development Plan for the first 18 months for improving their teaching, subject area and research competence based on Training Needs Analysis in the following areas.

Position	Trainig/ Skill Development Required	Major Training Needs	How Will This Be Achieved	Training Organiser/ Provider
Teaching Faculty	1.Updating subject knowledge	1.Attending Orientation/ Refresher Courses 2.Organising National Seminars/ Conferences/ Workshops	1.Permitting the staff to attend Orientation/ Refresher/ Seminar	University AAGA&S College
	2.Improving teaching & learning outcome	By imparting training in basic and advanced	Providing LCD, Laptops, and other	AAGA&S College

		Pedagogy by introducing smart class methodologies, purchase of journals/ books	accessories to all departments	
	3.Competency and Quality Improvement	Computer Applications a. Training in subject related software, b. Competency in operating computer/ working on basic software c. Developing quality consciousness	By arranging training with ICT and Computer Science Department By IQAC	ICT, Puducherry AAGA&S College AAGA&S College
Non-teaching Staff	4. Office Automation	a. Training in Office Automation	Training for the ministerial staff by the district administration	District Administration

Ñ Basic and advanced pedagogy

The college regularly updates its faculty for improvement of teaching and learning process. Faculty development plan for the first 18 months aims to provide smart class room facilities to all departments. All the departments have internet facilities. The departments of Computer Science, English, Mathematics and Social Work are provided with smart classroom facilities and LCD Projectors will be provided to all the other departments. These facilities will enable all the stake holders especially faculty and students to have access to the latest technology. Information technology assisted teaching and subject updating through interaction with experts in the field giving invited talks are some of approaches used for improved teaching and learning.

ICT's e- literacy programme will also be organized for the non IT staff.

Ñ Subject/domain knowledge enhancement.

Teachers are encouraged to avail all the opportunities for academic improvement such as undertaking research, organizing national seminars, publishing the proceedings and applying for minor and major research projects.

Teachers are also allowed to attend orientation and refresher courses.

Teachers are instructed to lay special emphasis on value based pedagogy which tends to connect the academic syllabus with the social and moral concerns of everyday life, The institution sensitizes the students by organizing NSS and NCC programmes on themes such as gender inclusion, environment etc. The institution has celebrated the yearlong celebration of Swami Vivekananda 150th anniversary to cherish the ideal of brotherhood.

Training programmes shall be arranged by the IQAC for all PG staff members in the operation of statistical software.

Ñ Attendance in activities such as workshops, seminars

Department of Social work and Public Administration have jointly conducted a National Conference on Human Rights. Research papers presented in the conferences have been reviewed jointly before publication. Moreover, Departments are collaborating in conducting surveys. Department of Economics has conducted a National Conference, a workshop on *Research Methodology in Social Sciences* and another workshop on Research Methodology in Arts and Science benefiting all the faculty members.

The institution is very prompt in sending teachers to orientation and refresher courses. They are motivated to organize as well as participate in National and International Seminars and conferences. Avenues for publication of research papers and books are facilitated for teachers.

Teachers are encouraged to attend various training programmes organized by Pondicherry University and the Government of Puducherry. The college itself has organized training programmes such as “e-literacy” for Non IT teachers. National seminars and workshops are conducted to retrain and to update the knowledge of the teachers.

Ñ Improvement in faculty qualifications

This college has 21 staff members possessing doctoral degrees. Out of 52staff, 10 staff members are doing Ph.D. This College has faculties with experience. This is the greatest strength of the College.

The staff members continue to involve themselves in research activities and update themselves with the latest advancements in their discipline by organizing, participating and presenting papers in conferences, seminars and workshops.

It is planned to depute a few teachers pursuing Ph.D under Faculty Improvement Programme (FIP) as a part of faculty development plan for the first 18 months.

Ñ Improving research capabilities

All PG departments have the prioritized research areas and the expertise is also available in the institution.

Sl. No.	Department	Prioritized Research
1	Tamil	Tamil literature, Folklore
2	Economics	Child labor, Rural Livelihood opportunities
3	Commerce	Finance / Mutual funds
4	Public Administration	Corruption, Women Empowerment
5	Social Work	Counseling

Teachers are encouraged to publish articles in Peer Reviewed Journals. Faculty members have been also encouraged to take up UGC research projects. A major project has been completed and three minor projects are ongoing projects. All PG students have project work as a part of the syllabus. It kindles the spirit of the students in research. The college ensures every support to researchers for accomplishing their research work. Faculty members are advised to take up more UGC funded research projects in the coming days.

2.8 Provide an action plan for training technical and other staff in functional areas.

Technical staff members possess inadequate knowledge in handling equipments of latest technology. An action plan towards this end is prepared. An in service training for the technical and other staff in functional areas is proposed to be conducted in future.

2.9 Describe the relevance and coherence of Institutional Development Proposal with State's /National (in case of CFIs) Industrial/Economic Development Plan.

The institutional development proposal of the college is in tune with the UT's development plan. It focuses on the development of knowledge economy of Puducherry.

2.10 Describe briefly the participation of departments/faculty in the IDP preparation.

Various stakeholders were consulted before the preparation of the Institutional Development Programme. All HODs, Director of Physical Education and NSS & NCC officers were involved in addition to the core committee in the preparation of IDP.

2.11 Describe the Institutional project implementation arrangements with participation of faculty and staff.

The present project is to be monitored and implemented through a Core Committee with the participation of the faculty.

2.12 Provide an Institutional project as per table below:

Institutional Project Budget (this is meant for existing institutions)

(Rs. In Crore)

SI No	Activities	Project Life Allocation	Financial Year					
			2012-13	2013-14	2014-15	2015-16	2016-17	
1.	Infrastructure							
	1.Modernization and strengthening of laboratories							
	2.Establishment of new laboratories for existing UG and PG programs and for new PG programs – modernisation of Chemistry Lab				20 lakh			
	3.Modernization of classrooms					20Lakh		
	4.Updation of Learning Resources					20Lakh		
	5.Procurement of furniture							
	6.Establishment/Upgradation of Central and Departmental Computer Centers						20 Lakh	
	7.Modernization /improvements of supporting departments 1. Two Wheeler & Four Wheeler Parking Shed- 25 lakh 2. Mini Auditorium - 40 Lakh 3. Lawn Tennis Court – 15 Lakh 4. Toilet Block – 20 Lakh				1 crore			
	8 Modernization and strengthening of libraries and increasing access to knowledge resources				15 Lakh			
	9.Refurbishment (Minor Civil Works) Renovation of 45 year old College Building- 50 Lakh				50 Lakh			
2.	Research and development support				5 Lakh	5 Lakh	5 Lakh	

	Providing Teaching and Research Assistantships to increase enrolment in existing and new PG programmes in Engineering disciplines						
	Provision of resources for research support				3 Lakh	3 Lakh	3Lakh
	Enhancement of R & D and institutional consultancy Activities						
3	Faculty Development Support Filling up of vacant posts – Chemistry – 2 , Mathematics-2, Economics – 2 and Commerce – 2 @ R 25,000 per month (25000 x 8 x 12)				24 Lakh	24 Lakh	24 Lakh
	Faculty and Staff Development(including faculty qualification up gradation, pedagogical training, and organizing/participation of faculty in workshops, seminars and conferences)for improved competence based on TNA				10 Lakh	10 Lakh	10 Lakh
4	Institutional reforms						
	Technical assistance for procurement and academic Activities						
	Institutional management capacity enhancement						
5	Academic support Creation of new posts – 3 nos. R 25,000 per month				9 Lakh	9Lakh	9 Lakh
	Creation of new departments/courses						
	Enhanced Interaction with Industry						
	Student support activities						
6	Others						
	TOTAL				2.36 crore	91 Lakh	71 Lakh

2.13 Provide the targets against the deliverables as listed below-

Indicator	Weightage	Present Rating	Present Score	Target Rating	Target Score
GOVERNANCE QUALITY INDEX – 16%					
%of Faculty Positions vacant - 28 Nos	2.0%				
%of Non-permanent faculty – 00	4.0%				
%of Non-teaching staff to teaching staff – 51%	3.0%				
Total no of under graduation programs – 08	1.0%				
Total no of post graduate programs – 05	1.0%				
Total no of doctoral programs – 00	1.0%				
Faculty appointment-turn around/cycle time in Months – 00	2.0%				
Delay in payment of monthly salary payment of Faculty – 00	2.0%				
ACADEMIC EXCELLENCE INDEX-21.5%					
Delay in exam conduction and declaration of Results – 00	3.5%				

Plagiarism Check	– 00	1.0%				
Accreditation	– YES	4.0%				
Teacher Student ration	– 1:13	4.0%				
%of Visiting professors	– 00	1.0%				
%of graduates employed by convocation	– 15%	0.5%				
%Number of students receiving awards at National and International level	– 00 %	0.5%				
%of expenditure on Library, cyber library and laboratories per year	– R 990296	1.0%				

Page 6 of 10

Ratio of expenditure on teaching staff Salaries to non-teaching staff salaries	– 86%	1.0%				
%of faculty covered under pedagogical training		1.0%				
%of faculty involved in “education”	– 15%	0.5%				
Dropout rate	– 1.5%	1.5%				
No of foreign collaborations	- 00	1.5%				
Subscription of INFLIBNET	-00	0.5%				
EQUITY INITIATIVE INDEX -12.5%						
SC Student %	- 25%	3.0%				
ST Student%	-00	3.0%				
Gender Parity	–F-49% , M–51%	3.0%				
Urban to Rural Student population	– 10%	2.0%				
Existence of CASH	– YES (WOMEN CELL)	0.5%				
Existence of Social Protection Cell – YES - Anti Ragging Cell & Grievance Redressal Cell		0.5%				
Language assistance programs for weak students - Remedial Classes for Weak Students.		0.5%				
RESEARCH AND INNOVATION INDEX- 24%						
Per-faculty publications	– 2Nos	2.0%				
Cumulative Impact Factor of publication-	07	3.0%				
H Index of scholars	– 00	2.0%				
%of staff involved as principal researcher-	5%	1.0%				
%of research projects fully or more than 50% Funded by external agencies, industries etc-	100%	2.0%				
Total no of patents granted	– 00	1.0%				
%of faculty receiving national/international Awards	– 00	1.0%				

Page 27 of 10

%of research income- 00	1.0%				
Doctoral degrees awarded per academic staff -	1.0%				
%doctoral degrees in total number of degrees Awarded – NOT APPLICABLE (ONLY UG & PG PROGRAMMES)	3.0%				
%expenditure on research and related facilities- 00	1.0%				
Digitization of Masters and Doctoral thesis-00	0.5%				
UPE/CPE-00	3.5%				
%of Income generated from non0grant sources- 00	2.0%				
STUDENT FACILITIES – 15%					
No. of new professional development programs- 04	1.0%				
Existence of Placemnt Cells and Placement Policy – YES	1.0%				
%of expenditure on infrastructure maintenance and addition – Govt. Building – R 42400 (2013- 2014)	3.0%				

Availability of hostel per out-station female Student – YES - Govt. Hostel	3.0%				
Availability of hostel per out-station male Student – YES – Govt. Hostel	2.0%				
%of students on scholarship – 20.3%	2.0%				
Average scholarship amount per student-R 4431	1.0%				
Student Experience Surveys – Feedback from Students	1.0%				
Graduate Destination Surveys- Informal – Interaction with Industries, Alumni on Graduate Learning Outcome.	1.0%				
Infrastructure and others -11%					
%Income generated from training courses- 00	1.0%				
%Income generated from consulting-00	1.0%				
Infrastructural sufficiency-48%	3.0%				
Computer coverage- 13:1	3.0%				
Internet connectivity of Campus- Available in all the departments and a separate Network Resource Centre is functioning.	3.0%				
	100.0%				

Project Targets for Institutions

2.14 Give an action plan for ensuring that the project activities would be sustained after the end of the Project.

Evaluation of Institutional Development Proposals (IDP)

Sl.No.	Evaluation Parameters	Marks
I	Institutional Preparedness and Implementation Feasibility	
	A Clarity of Institutional basic information including baseline data	
	B Overall proposal implementation feasibility	
	1 Clarity in the identification of general development objectives, related Specific objectives, their expected results, and its coherence with SWOT Analysis	5
	2 Have the key activities been identified clearly and adequately for each Specific-objective	5
3 Adequacy of the Institutional Project Implementation arrangements	5	

C	Quality of SWOT analysis		
1	Appropriateness for the procedure adopted for the conduct of SWOT Analysis and adequacy of participation of stakeholder		5
2	Clarity in the identification of strengths, weaknesses, opportunities and threats		5
D	Coherence of proposal with State's/regional development plan		5
E	Reasonability of proposed budget		5
Sub-total (I)			40

II Clarity and Quality of the Action Plans for :			
F	Scaling-Up research and innovation		
	1	Quality of action plan for quantitatively increasing and qualitatively Improving research activities	5
	2	Quality of action plan to transfer technology and for commercialization Of R & D (the innovation agenda)	5
G	Scaling –up PhD enrolment through existing and new programmes		10
H	Scaling –up enrolment into UG/Masters programmes in existing and new Programmes		10
I	Research collaborative activities with Institution at National and International Level		
	1	Identification of options to improve and increase research collaborations at National and International levels	5
	2.	Clarity in identification of expected quality enhancement in Masters and doctoral programmes and faculty research	5
J	Potential impact and depth of proposed Industry collaboration		5
K	Faculty development including pedagogical training to :		
	1	Develop faculty/technical staff in subject domain	5
	2	Improve pedagogical skills of faculty for better student Learning	5
L	Indentification of weak students and for improvement in their learning outcomes through finishing school		5
Sub- total (II)			60
TOTAL (I + II)			100

Annexure 5: Entitlement Index for Higher Education

A formula based allocation of grants takes into consideration several parameters indentified mainly on the basis of need and performance based criteria. The choice here is dictated by the availability of data. Three parameters are identified under the need-based criterion. These are population in the 18-23 age group, per capita income, and GER. Seven parameters are identified under the performance based criterion which include improvement in GER, state expenditure on higher education, college-population index, institution density, teacher- student ratio, quality, educational achievement in levels prior to higher education. In case of some of these parameters more than one indicator is considered for assessing the performance. Hence, in total, there are 19 indicators (see

Table 3.1)-Rationale for the inclusion of each of these indicators shall be elaborated. A small part of the allocation can be kept aside for special problems.

Table 3:1: Criteria and Weights for Equalization Grants

Sl.No	Criteria	Weights
1	Population (Age Group: 18-23)(Criteria reflecting Equal per Capita Transfers)	+40
2	Per Capita Income(Criteria Reflecting Fiscal Deficiency)	-10
3	Gross Enrolment Ration(Criteria Reflecting Shortfall in Enrolment)	-10
4	Performance	
	A.Improvement in GER(over 5 years)(2006-07 to 2011-12)	
	A.1 GER-All categories	+10
	A.2 GER –SCs	+5
	A.3 GER-STs	+5
	A.4 Gender Parity Index (Over 5 years) (2006 -07 to 2011 -12)	
	A.4. 1 GPI – All Categories	+10
	A.4.2 GPI – SCs	+5
	A.4.3 GPI – STs	+5
	B. Expenditure on Higher Education	
	B. 1 {Per Capita Expenditure	+10
	B. 2 Expenditure as % of NSDP (1)	+10
	C. College – Population Index	-5
	D. Institutional Density	-5
	E. Teacher –Student Ration	-5
	F. Research Output	+10
5	Special Problems	+25
	TOTAL	100

(+) Positive means – higher value – larger entitlement

(-) Negative means – higher value – lower entitlement

Research output will be determined by indicators such as number of research paper published in National & International journals, number of M.Phil., Ph.Ds. guided, number of collaborative research projects, patents Generated citation impact.