YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Kasthurba College for Women
• Name of the Head of the institution	Dr.Cheryl-Ann Shivan
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04132661627
• Mobile No:	9994991614
• Registered e-mail	kcwvillianuriqac@gmail.com
• Alternate e-mail	vcw_2005@yahoo.co.in
• Address	Pondy Villupuram Main Road, Villianur, Pondicherry.
• City/Town	Villianur
• State/UT	Pondicherry
• Pin Code	605110
2.Institutional status	
• Type of Institution	Women
• Location	Rural
• Financial Status	Grants-in aid

• Name of the Affiliating University	**Pondicherry University**
• Name of the IQAC Coordinator	**Dr.K.Bhuvaneswari**
• Phone No.	**9486025434**
• Alternate phone No.	**04132662627**
• Mobile	**9486025434**
• IQAC e-mail address	**kcwvillianuriqac@gmail.com**
• Alternate e-mail address	**vcw_2005@yahoo.co.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.kcw.co.in/wp-content/uploads/2021/07/AQAR_2019-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.kcw.co.in/wp-content/uploads/2022/01/Calendar_2020-2021.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B**	**2.06**	**2017**	**02/05/2017**	**01/05/2022**

6.Date of Establishment of IQAC	**01/02/2007**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Kasthurba College for Women	**Infrastructure**	**RUSA**	**2020-2021**	**3100000**
Kasthurba College for Women	**Pay and Allowances**	**State Government**	**2020-2021**	**25761224**
Kasthurba College for Women	**Office Expenses**	**State Government**	**2020-2021**	**867747**

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	3	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

The chairperson of IQAC with her ceaseless effort got approval for transfer of land measuring an extent of 1.80 acres located at Kannagi Government Girls' Higher Secondary School for the Directorate of Higher and Technical Education for the construction of buildings for Kasthurba College for Women, Pondicherry.

Approval for renovation of Administrative Building and initiation of the renovation process during the month of April 2021

Approval for Construction of Buildings for Laboratory and Classroom for the Department of Psychology and Beginning of construction of the same

AQAR was submitted on time

IQAC facilitated the continuum of education through online mode and following of SOP during offline mode of education

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Strengthening of Teaching-Learning through Online mode during Lockdown	**Teaching-Learning Process continued throughout the academic year alongwith Offline mode whenever there was a relaxation in the Lockdown**
To focus on improving the individual's progress through continuous internal evaluation	**Continuous internal evaluation was carried out systematically by individual faculty**
Submission of proposal for renovation of Administrative Building	**Sanction given, work commenced**
Submission of proposal for construction of laboratory and classroom for Department of Psychology	**Sanction given, work commenced**
Submission of proposal for additional Teaching Faculty to be recruited on contract basis	**Sanctioned and new Teaching Faculty was appointed**

13.Whether the AQAR was placed before statutory body? — **No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	**Nil**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	**13/01/2020**

Extended Profile

1.Programme

1.1   **3**

Number of courses offered by the institution across all programs

during the year

File Description	Documents
Data Template	[View File]

2.Student

2.1   **289**

Number of students during the year

File Description	Documents
Data Template	[View File]

2.2   **68**

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

File Description	Documents
Data Template	[View File]

2.3   **63**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File]

3.Academic

3.1   **15**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File]

3.2   **15**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	3

File Description	Documents
Data Template	[View File]

2.Student

2.1 Number of students during the year	289

File Description	Documents
Data Template	[View File]

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	68

File Description	Documents
Data Template	[View File]

2.3 Number of outgoing/ final year students during the year	63

File Description	Documents
Data Template	[View File]

3.Academic

3.1 Number of full time teachers during the year	15

File Description	Documents
Data Template	[View File]

3.2 Number of Sanctioned posts during the year	15

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	8
4.2 Total expenditure excluding salary during the year (INR in lakhs)	2560921
4.3 Total number of computers on campus for academic purposes	35

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College introduced the Choice Based Credit System (CBCS) of Pondicherry University in the academic year 2017-18. The new course, (B.Sc.Psychology), introduced in the year 2019-2020 follows theCBCS curriculum, as well.The college facilitates thedepartments, for planning the curriculum delivery across the academic yearwhich aids the faculty in deciding as to what to teach and what the studentsshould learn. The faculty are made familiar with and work within the curriculum framed by the concerned Boards of Studies of Pondicherry University. The planfor curriculum delivery is discussed in departmental meetings and is sharedwith students.

The Teaching Faculty channelizes attention and energy on prioritycurriculum areas and on emerging issues that are to be dealt with immediately. through online and offline mode. The curriculum also focuses on life skills including critical thinking, personal andsocial capability, decision making,

emotional management, social values, etc.

- **Self learning:** Units are divided among students and each student is given asection based on their interest and ability to present seminars within the classroom. The learning process is also stimulated by providing assignments on specific topics.
- **Peer Learning:** Students with low potential for learning aremixed with students ofhigh potential to learn and are grouped so that informalpeer mentoring takes place within the small groups in the class.
- **PositiveLearning Environment:** A positive learning environment is created by building agood rapport with the students, understanding the individual differences andmotivating the students. The learning resources are organised and madeavailable for the learners. For example, the first year students were providedwith large display boards and newspapers for display of their projects. Thestudents collected various articles related to environmental issues, and thus,they displayed the articles by organising the articles and exhibited them forboth the college and school students of the neighbouring school.
- **Scaffolding Students' Learning:** Theteacher acts as a mentor and facilitator of knowledge so that students becomeresponsible for learning and move towards the next step in acquiring skills.For example, the second year students of Social Work were given assignments toprepare mind maps for different life skills. Apart from this, many other formsof scaffolding, such as, giving examples, hints, prompts, visual scaffolds(charts, graphs) were also incorporated in the teaching learning process.
- **Positive Reinforcers:** On College Annual Day, the students who are proficient insubjects are selected for proficiency prizes. The teacher of each class, rightfrom the beginning of study, uses more reinforcers including verbal, social,awards, prizes for each and every act of learning, participation andinteraction in the classroom. Gradually, the reinforcements fade during thefinal year of study so the students become more intrinsically motivated to learn and mentor the students who have low potential for learning. Amajor part of the Teaching-learning process for the academic year 2020-2021 was through the Online mode and the practical classes for the Department of Psychology wereconducted through theOffline mode for better knowledge on practical skills.

Throughout the lockdown period, the students were in contact through Whatsapp,email and other modes for the needed academic support as well as personal support.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	**Nil**

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

- **The College followed the Academic Calendar for Affiliated Colleges notified by the Pondicherry University. This was circulated among all the Faculty and the Students through e-mail and the same was uploaded in the College website for reference.**
- **The classes were conducted through online and offline modes during the academic year 2020-2021 as per the academic calendar.**
- **The Teaching Faculty conductedinternal evaluation periodicallythrough online as well as offline modes, whichever was feasible, and submitedthe internal evaluation record through the institution to the Pondicherry University.**
- **The University Examinations as scheduled by the Pondicherry University were conducted as per the guidelines and the answer sheets were submitted on time.**

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://www.kcw.co.in/wp-content/uploads/2022/01/Calendar_2020-2021.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.   **B. Any 3 of the above**

Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

3

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

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

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

0

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

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

0

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

- **The Institution has integrated the "Public Administration" an Ability Enhancement Compulsory Course (PADM 113) for all the three departments (HIstory, Social Work and Psychology) in the college as per Pondicherry University Curriculum guidelines. Students are sensitised about the various topics including Arthashastra, the Indian Constitution by Dr.B.R.Ambedkar, principles and duties of citizen.**
- **Yet another paper underAbility Enhancement Compulsory Course , named "Environmental Studies" (ENVS 123) for all the three departments (HIstory, Social Work and Psychology) in the college was introduced in CBCS. The Teaching Faculty giveequal importance as to that of other coursesand exploresthe crosscutting issues including current trends with respect to the course and are well able to make the students understand the significance through tailor made Curriculum delivery (Please refer the uploaded file under any additional information).**
- **The Department of Social Work has Human Rights and Social Legislation (BSWK 242) and Women Empowerment (BSWK 363) as Discipline Specific Course and Discipline Specific Elective Courses.**

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

1

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

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

31

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://docs.google.com/forms/d/e/1FAIpQLSclD3WnAanloL4N93LuGvpldkszr1USbHhpEc2ZqmL4LPRmUA/viewform?usp=sf_link

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

180

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,

Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

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

89

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

2.2 - Catering to Student Diversity

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

The Teaching Faculty while delivering the Curriculum, assesses the learning levels of the students periodically to understand the learning levels of the students.

The Teachers considerthe individual differences arising from one's own personality and the diversity in family and community backgrounds while assesing the learning levels.

- **Differences in Individual -style of learning, cognition, motivation, ability, aptitude, interest, goal,**
- **Other aspects of diversity - family condition, schooling, socio-economic status, community of living,**

Thus, the learning levels of the students are understood through the above factors and accordingly the special classesare tailored for each individual foroptimal learning. The need for providing extra assignments, seminars, references, for the advanced learners areenvisaged and they are given extra reading materials, workouts, references.

At the same time, in-depth teaching and motivation are provided for slow learners which are well realised by the teaching faculty. Extra coaching, peer tutoring, remedial classesare also provided.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
289	**15**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

Student centric methods wereadopted wherever and whenever it was possible toenhancelearning experiences.

- **The students of the Department of Social Work organised a virtual study tour and virtual orientation about NGOs during the lockdown to assimilate the theoretical knowledge gained through the classroom lectures.**
- **The Students were assigned topics for seminars and they presented in the ppt format and explained during online classes.**
- **Self learning isinitiated during the second semester and iscontinued for the remaining durationof study.**
- **Students were directedto attend many webinars related to their subjects and were motivated to actively participate by raising questions and clarifying doubts.**
- **Quizes are conducted by the subject teachers during class hours. The students are divided into groups are asked to frame questions and those questions are asked tothe other group and vice versa.**
- **Practicals are carried out systematically for the students of B.Sc. Psychology.**
- **Student Seminars are given for all the subjects by every teaching faculty.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

- **The Instituionhas subscription to Google Suite for each Teaching faculty. The teaching-learning process was carried out through the online mode during thelockdown period and the same application was used to post learning materials, assignments even after thelockdown was lifted.**
- **The teachin-learning process was aided byppts and other animated videos.**
- **The manuals for procedures for laboratory were mailed to students well in advance before performing the experiments.**
- **Students undertook many online quizes related to their subjects as well as on general knowledge.**

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.kcw.co.in/wp-content/uploads/2021/12/ICT_enabled_Classrooms-1.pdf

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

2.3.3.1 - Number of mentors

15

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

15

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

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

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

11

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

15

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The Students are oriented about Higher Education in general and about the College in particular which is affiliated toPondicherry University. Internal assessment is conducted for both theory and practicals/field visits.

- **The CBCS pattern of education, teaching mode, assessment methods are briefed during the orientation sessions. The first semester students are given an in-depth training on question paper models, internal exam frequency and modeand university examinations.**
- **Students are given unit tests by all the teaching faculty for all the semesters. Students are informed before the internal examination and sufficient time is given for preparation of tests, assignments and seminars or quizes.**
- **Model examinations are conducted as per the syllabus of the department.**

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

1. **The internal evaluation process and components are explained to the students periodically.**
2. **Students are continuously assessed for all the courses as the teachers complete the units through varied forms of assessments including unit tests, group discussion, presentation, assignments, quiz, etc.**
3. **The internal marks are displayed on the notice board prior to the university examination**
4. **The students can approach the concerned teacher, Heads of the Department or the Principal in case they find any grievances related to the internal assessment. The same is also enquiredabout in the Student Satisfaction Survey.**

File Description	Documents
Any additional information	View File
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

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

The stated Programme and Course Outcomes of the Programmes offered (B.A. History, B.A. Social Work and B.Sc. Psychology) are uploaded in the college website.

The students are oriented about the stated outcomes during the Orientation Programmes as soon as they get admitted.

The teaching faculty are made aware of the stated programme immediately after the syllabus isframed through e-mail and atthe departmental-level staff meetings.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://kcw.co.in/wp-content/uploads/2020/03/Programmes_and_Course_Outcomes.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

The Institution being affiliated to Pondicherry University, Pondicherry, follows the curriculum designed by the Univeristy.

The attainment ofProgramme Outcomes are evaluated through the

- **results of the students,**
- **feedback obtained through SSS,**
- **Students advancing to Post Graduation, and**
- **Placement of students in jobs.**

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

2.6.3 - Pass percentage of Students during the year

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

63

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

https://www.kcw.co.in/wp-content/uploads/2022/01/Student_Satisfaction_Survey_2020-2021.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

5

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

1

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

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

1

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

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

Extension Activities by Teaching Faculty during COVID-19

The Department of Revenue and Disaster Management, State Emergency Operation Centre, COVID-19 War Room, assigned COVID19 duty to teaching faculty of Kasthurba College.

Three faculty members (Dr.Charles Christopher Raj, Mr.P.Sadish and Mr.P.Vijayarangam) were assigned online COVID-19 contact tracing in co-ordination with the Health Workers to verify the primary and secondary contacts in the Union Territory of Puducherry (Kindly refer uploaded file).

The faculty members were given training through Video Conference

for this purpose and were given instructions and they periodically opened the COVID-19 Management System and informed the list of Primary and Secondary Contact persons to the assigned Health Workers. The team submitted the report on daily basis through the given Google form.

Extension Activities by Students

The Department of Social Work carried out the extension activities under Field Work activities. These activities were rearranged due to pandemic situation.

Online sessions by social workers working in the different social work settings werearranged. A minimum of two days per agency was planned. Agency supervisors were requested to focus on the scope of social work intervention in the setting. Inconsultation with agency supervisors, students were given assignments based on the field setting.

Students were asked to find (through online mode) and submit the programme details of agency/institution working for women welfare, child development, community development, mental health welfare of the disabled (one from each setting).

Community Based Fieldwork (five days)

The students were asked to collect details regarding their respective communities in whichthey lived through telephonic conversation or through social media with the help from concerned representation of their communities.

The following activities were suggested

- Resource mapping
- Services provided under ICDS by Anganwadi Centres
- Functions of self help groups / Functions of Local self Government bodies
- Identification of Social problems rampant in their community and formulation of intervention strategies to counter them
- A mini survey to find the Psycho-social problems faced by children due to COVID-19 pandemic.

Rural Camp

Owing to COVID-19 Pandemic, a regular physical rural camp was not conducted, instead the following activites were conducted as part

of the camp.

Students were asked to watch documentaries /movies with regard to rural social system/ social problems based on which they were asked to submit a summary of the documentary/movies

Students were asked to prepare a mini short film about a rural social problem, using their smart phones. The students were asked to shoot the same with the involvement of their family members as actors. They were also asked to submit the plot of the short film alongwith the short film.

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

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

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

1

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

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

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

9

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

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

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

100

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

3.4 - Collaboration

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

10

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

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

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College has adequate classooms for the already existing two courses (B.A. History and B.A. Social Work). The College expands its facilities for the newly introduced course - B.Sc. Psychology,year by year, since introduction in the academic year 2019 - 2020.

Realising that Administrative Block was inneed of renovation, the Principal of the college requested the Pondicherry Society for Higher Education to allot funds for the same. An amount of Rs 18 lakhs was sanctioned and the renovation of Administrative Buildingwas initiated in the month of March 2021.

Construction of new building for Laboratory and Classrooms for the Department of Psychology (which was introduced in the year 2019-2020) was initiated.

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

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

The institution houses a separate room for Physical Education which also has small separate facility for ladies retiring room. The Ladies retiring room is useful for students who fall sick after coming to college and can take rest till they are picked up by the family members or till the end of college hours.

The Physical education room has indoor as well as outdoor games and sports materials.

Indoor games like table tennis, chess, caroms are available. The students are trained periodically based on their aptitude and ability. Students are trained in outdoor sports and are motivated to participate in intracollegiate, intercollegiate, state level and university level competitions.

Students are trained in volley ball, throw ball, hand ball, kno-kho kabadi and cricket.

The Directorof Physical education also has Post Graduation qualificationin Yoga, thus he teaches yoga in a professional way for students and teachers to combat the pandemic stress and anxiety.

Students are encouraged and are given opportunity to participate in the cultural competittions and events organised by the college and intra collegiate competitions.

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

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

6

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

2560921

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

4.2 - Library as a Learning Resource

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

The library is partially automated.Library Management System, Modernlib 2 was installed in the year 2016 and is being successfully put to use since then.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-   **B. Any 3 of the above**

books Databases Remote access toe-resources

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

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

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

310179

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

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

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

20

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

4.3 - IT Infrastructure

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

The institution provides technologies and update its ICT facilities to ensure efficient functioning. The computers are maintained by the Lab Technician, and regularly updated.

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

4.3.2 - Number of Computers

42

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

2560921

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

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

Physical infrastructure of the college includes buildings, furniture, information technology infrastructure, public address system, ladies retiring room, library, physical education room with sports items, canteen facilities, and toilets. The responsibility of the sustainable use of the college property is shared by the respective staff, students and other stakeholders.

The college being a Government-run institution, the repair and maintenance work is done by the Public Work Department of the Government of Puducherry.

Furniture is optimally used by the students and staff. Regular repair, maintenance and replacements are carried out by the administrative officers along with multi-taskingservice personnel (MTS). Condemned items are disposed off after due verification by the condemnation committee following the regulations laid down by the Government.

Every student and staff has easy access to the ICT infrastructure for the academic growth as well as development of the college. Six classrooms out of eight are ICT enabled which assists the teacher to readily use it as a teaching aid and students are motivated to utilize the same during their seminar presentations. Regular servicing is done for the ICT equipment and for the public address system by the service provider and the Multi-tasking Staff.

The college has a well-stocked automated 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 also that is maintained in the Library. The staff and students obtain access to other journals through the INFLIBNET facility available in the library as well through individual log-in access.

The Language lab and the Library have internet facility for browsing. The Assistant Librarian and an MTS are designated to maintain the library.

Sports equipment are utilised by the students, and maintained by the Director of Physical Education. The canteen facility is outsourced and provides healthy food at affordable cost for the students and staff.

During Election time, the infrastructure isutilised by the Election Department as a Collection Centre and Voting Booths.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

25

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<u>View File</u>
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

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

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

0

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

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

D. 1 of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

42

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

42

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

**grievances including sexual harassment and
ragging cases Implementation of guidelines of
statutory/regulatory bodies Organization
wide awareness and undertakings on policies
with zero tolerance Mechanisms for
submission of online/offline students'
grievances Timely redressal of the grievances
through appropriate committees**

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

10

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

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

5.2.2.1 - Number of outgoing student progression to higher education

20

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

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

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

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

4

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

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

The IQAC includes student representative in every meeting and their opinions and suggestions are considered while taking decisions. Any activities organised at college level (Intracollegiate) and in intercollegiate activities, the students are given the responsibility of organising and coordinating the events.

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

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

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

5

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File]()

5.4 - Alumni Engagement

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

- **The Alumni Association of Kasthurba College for Women, Villianur was registered under the Society Registration Act, 1860 on 3rd January 2017. At present, the association has around 292Registered alumni. The Association has office**

bearers viz., President, Secretary and Treasurer who are appointed for a tenure of three years. The association meets twice every year on January 26th and August 15th. The Alumni was not able to meet owing to COVID-19, and hence, the office bearers of the Association continue to hold office beyond their tenure.

- The association has conducted various programmes, where Alumni who are well placed in their respective fields are invited to give motivational talk forthe current students.
- The association maintains communication with its members through a Whatsapp group KCW Alumni Association.
- Important information about Job vacancies and employment opportunities are shared through the platform.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision

To educate, empower and promote intellect through holistic learning, towards individual growth and social progress.

Mission

- To provide need-basedquality higher educationto women
- To facilitatecritical thinking and creativity
- To impart knowledge and skill for thedevelopment of the selfthroughvalue-based education
- To reach out to thediverse and varying needs of the

societyand
- **To strive for excellence with thestate-of-the-art facilities.**

The governance of the institution is reflected by continuing its educational services to women. The need of the society is understood and a new course (B.Sc. Psychology) was introduced in the academic year 2019-2020.

The students are trained to foster their thinking through quizes, online webinars, assignments and other various actiivties. The students of Social Work comprehend and address the diverse and varying needs of the society through field visits and rural camps.

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

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

- **The College is run by the Pondicherry Society for Higher Education which functions under the aegis of the Higher and Technical Education (DHTE), Government of Puducherry and is a fully – funded by Government of Puducherry institution. The Chairman of the DHTE is the Secretary to Government (Education). The Director of the DHTE is also the Member Secretary of PONSHE. The Governing Body makes decisions with regard to both administrative and academic matters.The Principal is the link between the administrators and the academics.**
- **The top three administrative posts have their own powers and functionalities. There are certain administrative powers vested with each and while each has his/her own decision – making powers confined to that particular post, all important decisions are taken after due consultation with one another.**
- **At the college level, the Principal is the head of both the administration and of academic affairs. After the Principal there is a position titled 'Principal In-Charge' and the senior most person with a Ph.D. assumes change on a Three – Year Rotational basis. There are five Heads of Departments with decision – making privileges at the micro level. In**

addition to this, there are several Co-ordinators who look after student – related activities, as well as duties related to NAAC, AISHE, etc. The Non- Teaching staff are 9 in numbers and work collectively with the academic staff.

- Regular meetings are conducted among the Secretary, Member Secretary, Officer on Special Duty, State RUSA Co-ordinator, Principal and other officials to ensure that administrative and academic needs are well – represented and taken care of. At the college level, meetings between the Principal and the HODs or all faculty meetings are held regularly to ensure that academic Co-curricular and extracurricular activities are transacted as well as possible and as transparently. This also ensures a free – flow of communication top down – bottom up. Students are also involved in all IQAC meetings and their suggestions are solicited and acted on. The Non-Teaching staff, headed by the Superintendent, also participate in these meetings. By involving all these stakeholders, the college ensures that everyone participates and gives his/her best. Through this co-operation, the college has been able to overcome many hurdles and to ensure progress in many spheres most especially in procuring land for the institution, renovation of infrastructure, purchase of infrastructure, counseling, mentoring, student progression to higher education or employment as individual situations warrant and in timely submission of data to various government and non- governmental agencies.
- The institution also involves the other stakeholders, viz. the parents in its activities. Feedback is collected annually from teachers, students and parents and analysed in order to know where the institutions strengths, weakness and opportunities lie.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Every aspect of Administration and Academic needs is planned meticulously and on a yearly basis.

Administration:

The budget is prepared in April of the previous year for the expenditure to be incurred in the forthcoming financial year. For example, in April 2021, the budget was planned and forwarded to Head Office, viz., Pondicherry Society for Higher Education (PONSHE) for sanctioning for the financial year. This covers the various heads, such as salaries, wages, Office Expenditure, Assets, Arrears and Assured Career Progression Scheme. This ensures that the institution does not meet with financial glitches during the course of the year.

Curriculum Development:

Curricula for the courses are planned by the concerned Boards of studies of the affiliating University which is the Pondicherry University. One member from each of the History and Social Work courses is on the Board of Studies and their recommendations find inclusion in the syllabus. The BOS meets on a yearly basis. The present syllabi follow the CBCS pattern.

Teaching and Learning:

All Teaching and Learning activities take place within the framework of the curriculum with pre-defined marks for both Internal and External evaluation. The internal marks are awarded for assignments, seminars, tests, model examination and attendance across all courses in addition to Field- Work, Rural Camps and Lab Work for the Social Work and Psychology Students.

Library:

Library books are purchased on a yearly basis and a large number of books are donated by organizations and well-wishers. The library is partially automated. The software used is MODERNLIB which was installed in 2016 and takes care of circulation which includes issue, return, renewal of books using bar code scanner and printer. It contains user details, acquisition details has a resource master and a library gate register.

Human Resource Management:

All permanent recruitment is carried out by the PONSHE. Temporary recruitment to fill in vacancies arising mid-year or due to the creation of new courses is carried out by the institution after advertising in local newspapers and through a duly- constituted board of interviewers with a University representative. Only candidates who fulfil the UGC requirements are recruited. Each

year feedback is received from students on the performance of their teachers, the same is analysed and feedback given to each faculty. Every teachers' professional development activity is logged in by the IQAC co-ordinator and is reflected in the AQAR as well as in the annual report of the Pondicherry University. The DHTE has currently employed the servies of Probit Plus from Pune to develop the College Management System for all their colleges. The Principal is a member of the three member team which drew up the blue-print for the CMS based on which the software is being developed.

Student Admission and Support:

Admission to all the Arts and Science courses are being done by the Centralised Admission Committee (CENTAC). This ensures that all students find a place in the Higher Education System. Once admissions are completed by the CENTAC it falls under the purview of the Principal to fill in any vacancies Admission is made for those students who had failed to apply within the stipulated time or who had passed their exams in subsequent attempts and therefore, could not apply on time. The college counsels women candidates their education even after marriage or child-birth. Such students are assisted in every way possible to complete their complete their course of study. All eligible students are assisted to apply for various scholarships and to find placement at the end of their period of study. Interested students are coached to attend entrance exams for higher studies.

Infrastructure:

The biggest achievement of this academic year was the transfer of land from the Department of School to the DHTE for the purpose of construction of a new college building. At the moment, 2 temporary classrooms have been planned on, on the new site at a cost of Rs. 12,00,000/- and Rs. 18,00,000/- has also been allotted for renovation of the administration building. Other infrastructural items are purchased on a need basis. The faculty submit proposals depending on the requirement of their department and the expenditure is fit into the budget. The institution is in the process of submitting a proposal to the PWD for construction of a new Academic Block.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Since 2005, the institution has been making slow but steady progress. Being a government institution, there are a few time lags but all policies of the Centre and State Governments, the UGC, the MHRD, the affiliating University and other departments are implemented routinely.

The Governing Body is constituted by the Pondicherry Society for Higher Education and is the policy-making and ratification authority. Routine matters are the purview of the Secretary to Government (Education) and the Director of Higher and Technical Education cum Member Secretary, PONSHE. The Principal implements the policies and addresses the concerns of the institution and the staff with the higher authorities. She also ensures the smooth functioning of the institution alongside the implementations. The office of the Principal ensures that all correspondence regarding furnishing of perspective plans, budget requirement, application for renewal of affiliation, auditing, etc., are attended to in a timely manner.

Appointments are made collectively when the need of the same in the PONSHE colleges arise. As a stop-gap arrangement, staff are recruited on contract basis to ensure un-interrupted teaching-learning. For regular staff, service rules and conduct rules are in place. Promotions are, however, pending.

To ensure that all policies that are to be implemented within the college is done, the college has its own IQAC, NSS cell, Red Ribbon Club, ICC, Alumni Association, Parent-Teachers' Association, Placement Cell, Examination Cell, Cultural Committee and Counseling Cell.

•

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://www.kcw.co.in/wp-content/uploads/2021/12/ORGANOGRAM.pdf
Upload any additional information	**No File Uploaded**

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	[View File]()
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	[View File]()

6.3 - Faculty Empowerment Strategies

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

Welfare Measures for Teaching Staff and Non-Teaching Staff include

- **Residential quarters**
- **Medical reimbursement**
- **Children education allowance**
- **LTC**
- **Child Care Leave**
- **Paternity Leave**
- **Maternity Leave**
- **Half-Pay leave**

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

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

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

0

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

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

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

1

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

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

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

8

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

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

Teaching Faculty of the institution are awaiting senior scale from 6000 to 7000 AGP having duely complaid with Academic Performance Indicator based on Career Advanced Scheme formalities in line with UGC regulations from time to time.

In respect of the non-teaching / technical staff MACP (Modified Assured Career Progression) is systematically granted once in ten years and the eligible staff are periodically promoted.

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

6.4 - Financial Management and Resource Mobilization

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

Internal auditing is carried out by a Chartered Accountant appointed by the Pondicherry Society for Higher Education. He or She provides suggestions and instructions for maintianing the accounts. The verified details of the accounts is subjected to external audit by the Comptroller Auditor General, Tamilnadu and Puducherry.

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

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

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

0

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

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

Kasthurba College for Women is a unit run under the aegis of Pondicherry Society for Higher Education wholly funded by Government of Puducherry, receives grants in respects of all aspects including salary, Infrastructure, student welfare.

The financial resourcsare being optimally utilised and are audited periodically.

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

6.5 - Internal Quality Assurance System

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

- **The chairperson of the IQAC perseveresto get own land for the college (kindly refer the link the transfer of land for kasthurba college for women)**
- **IQAC has conducted periodical meetings and the same is uploaded in the website**
- **Students representatives are part of the every meeting**
- **AQAR is prepared and submitted on time to NAAC**
- **The meeting focuses on quality enhancement and sustenance in education through individual attention, mentoring in academics, personal and soical aspects of students**

File Description	Documents
Paste link for additional information	https://www.kcw.co.in/wp-content/uploads/2021/07/Copy_of_Land_Transfer.pdf
Upload any additional information	**No File Uploaded**

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

The academic calendar is prepared by the IQACin the beginning of the academic year by following the Pondicherry University

The IQAC conducts regular and periodical meetings. The meetings are spreaded across the semester-beginning, mid and before the semesterexams

The internal evaluations are carried out at the completion of each unit in the paperrs by the individual teachers and the internal scores are given well ahead of the time schedule.

The SSS feedback survey is used to enhance the quality of education as well as teacher student relationships.

-

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

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	[View File](View_File)
Upload any additional information	[View File](View_File)
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](View_File)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The Institution being a college for women focuses on gender equity. Students are given orientation and continuous sensitisation on the same throughout the academic year in connection with the curriculum by the individual faculty during the lecture hours.

Students are mentored by the concerned faculty especially during the lockdown period. Counselling for needy students are provided by the faculty and if needed are referred to Dept. of Psychology.

The safety and security of the students and staff are well taken care by the Administration. The Standard Operating Procedure as declared by the Government of Puducherry were strictly adhered to get protected from COVID-19.

A separate facility - ladies retiring room is maintained for those students who are in need of physical rest during college hours. The room was also utilised for students who became lactating mothers during their course of study.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.kcw.co.in/wp-content/uploads/2022/01/Promotion_of_Gender_Equity.pdf

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

E. None of the above

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

The College realises the importance of Solid Waste Management. The students are given continous sensitisation programme for the importance of solid waste management.

TheGreen Club and N.S.S unit of the college work hand in hand to upcycle both institutional and domestic solid waste (plastic) into pavement bricks in colloboration with Metro Groups. A MOU was made betweeen Kasthurba College for Women and Metro Groups (The MOU is uploaded).

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **B. Any 3 of the above**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit **E. None of the above**

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

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

B. Any 3 of the above

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

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

The Institution provides equal opportunities to all students irrespective of their cultural, regional, linguistic, communal

socioeconomic, religious diversities. Initiatives are taken to promote an inclusive environment.

The reservations for different community, minority and other as per the Government norms are strictly adhered during admission process.

Also Flagship programmes announced by the Government directives are observed. Last year 'Fit India' programme was organised with numerous events and competitions viz.,

- Gandhi movie was showcased
- Poster Exhibitiion highlighting unsung heroes
- Fancy dress competition to bring out the rich and varied culture of various states
- Quiz on Freedom fighters and various movements
- Elocution in Tamil on 'My favourite freedom fighters

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

The institution mandatorily celebrates Independence Day and Republic Day every year. Flag hoisting follows a talk by Asst. Prof. of History about the importance of values, rights, duties and responsbilities of citizens.

In addition, the Public Administration which is a Ability Enhancement Compulsory Course in the first semester of all U.Gcourses introduced through CBCS system of Education sensitises the student on rights, duties and responsibilities of citizens.

The Electoral Literacy Club creates awareness and sensitizes the students about their voting rights and supports the students to register particularly for first time voters.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	[View File](#)

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

The Kasthurba College organizes national and international commemorative days, events and festivals. The N.S.S unit of the College organizes the celebration of Republic Day and Independence Day events every year.

The college takes special pride in making its students more civic and patriotic. To this end every year Independence Day, Republic Day and de facto days are celebrated in the campus with flag-hoisting and a special talk highlighting the effort and selfless sacrifice our forefathers put in.

Pongal is celebrated in pomp and show where all the departments of the college make their own pongal in the campus. This instills in the students a sense of belonging and also unity and cooperation. The cultural heritage is kept in mind during the celebration.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice – 1

1. Title: Rethink about You and Environment

2.Goal: To strive for a single use Plastic-free campus and to encourage society to recycle plastic waste instead of dumping it indiscrimately.Our target groups are the various stakeholders and the community in the vicinity.

To create a massive sensitisation programme on the 7 Rs of Sustainable Environment.

3. The Context: Single-use Plastic has become one of the greatest threats to the environment. The direct and indirect harmful effects can be noticed in all species present in the Aquatic and Terrestial Ecosystem. Plastics pose a threat either in the form of microplastics or something as massive as the Pacific Trash Vortex also known as Pacific Garbage. Microplastics are minute plastic fragments that enter the ecosystem through various industrial as well as domestic sources. They are absorbed into the human body, causing serious hazards. The Pacific Trash Vortex on the other hand is a massive gyre of floating trash which keeps increasing in volume at an alarming pace. The Vortex is formed by high concentration of single-use plastic and has been estimated to be twice the size of Texas.

4. The Practice: Realising the importance of saving the next generation from plastic, Kasthurba College for Women has long been striving to protect the environment from plastics. It has spread awareness within the campus, among school and college students and in the community, as well, regarding the repercussions of plastic usage.

In 2019, World Water Day was observed with the theme "Leaving No One Behind". Students of I year Social Work displayed news clippings on Environmental issues as part of the Environmental Studies programmes and educated the others on the repercussions of water wastage.

In February 2020, Students of I yr B.Sc. Psychology explained the impact of Plastic Pollution to School and College Students

In 2021, the I yr B.Sc. Psychology students made a display on the need for Environmental Care and Protection.

5.Evidence of Success

In March 2021, just before the lockdown, Kasthurba College for Women signed an MOU with Metro Group, a plastic re-cycling unit that turns hitherto assumed "un-recyclable" household plastic into paving bricks and park benches. The paving of the front portion of the administration building is currently underway. The paving bricks are sturdy and can support great weight and are further recyclable.

Metro Groups on its part, as a goodwill gesture, has initially donated paving bricks to the institution and later, more bricks or park benches for use outside the class room would be given to the college in proportion to the plastic waste collected and handed over to them.

The college's role would be to spread the message of plastic-use reduction and the collection of household plastic from the college, from the houses of the various stakeholders in the college and the community around the college and to deposit it with Metro Group.

- Reduction of dump yard waste
- Environmental values are instilled among the student
- A greener campus

6. Problems Encountered and Resources Required

- Bringing about behavioral change is slow and a struggle

Best Practice – 2

- 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 approximately 19 students throughout their course of study in the college. The teacher after analyzing the students' family background, personal and academic skills, guides, supports, and 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. Various webinars were organised to enhance the Psychological Well-being of the Students.

  5. Evidence of Success

  - The teachers being mentors gained more understanding of the psycho-social 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 towards discontinuing higher education. The teachers make home visits whenever there is absenteeism for a period of more than a week and when there is no response when contacted, telephonically.
  - Mentoring has developed coping strategies to deal with personal, social and academic challenges that a

student faces during her study period as well as for
the future.

- 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.

6. Problems Encountered and Resources Required

- Gender barrier: Women students find it easier to
  communicate with the same gender teacher rather than
  with the opposite gender.
- A few students find it difficult to express their
  difficulties despite the teacher being open to
  accommodate individual differences.

- During COVID-19, the teaching faculty were able to
  continue to render the same support through the
  mentoring system.

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

7.3 - Institutional Distinctiveness

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

Institutional Distinctiveness

The college is committed to educating women hailing from rural
backgrounds and to helping develop themselves in a holistic
manner. To this end, the following initiatives have been
undertaken.

1. After much duress, the government granted permission to

introduce a third course in the college, viz. B.Sc. Psychology which is a need-based course. This course has attracted a lot of takers.

2. The number of sanctioned seats has been increased from its initial 25 seats in 2005 in the Departments of History and Social Work to 60 nos., currently. The number of seats in the Department of Psychology was increased from 40 to 60. Hence, a greater number of rural women students have access to education in the vicinity around where they live and do not have to make long journeys into the town.

3. The interventions of the mentor-mentee system and the Counseling Sessions have helped in retaining students in their courses post marriage and childbirth which was a highly difficult endeavour earlier. This ensures that a greater number of women students complete their courses and have a better chance of employment. Breast feeding mothers are permitted to keep their babies in the ladies retiring room with an attender so that neither the child nor the studies is neglected.

4. In order to encourage women to be self-employed, the college creates opportunities to teach them a skill. Tailoring, Soft-Toy Making and Beautician courses have been made available to the students through tie-ups with NGOs and entrepreneurs.

5. Many of the women students hail from economically weak backgrounds and are unable to pay for their fees and transport back and forth and sometimes even go without meals. Once these students are identified, the staff of the college make provisions personally, so that these obstacles are removed and students can continue to pursue their courses without these deficiencies.

6. Many students face physical abuse in their homes at the hands of fathers and brothers. These students are counseled and provisions are made to accommodate them in government-run hostels and short stay homes.

Part B
CURRICULAR ASPECTS
1.1 - Curricular Planning and Implementation
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The College introduced the Choice Based Credit System (CBCS) of Pondicherry University in the academic year 2017-18. The new course, (B.Sc.Psychology), introduced in the year 2019-2020 follows theCBCS curriculum, as well.The college facilitates thedepartments, for planning the curriculum delivery across the academic yearwhich aids the faculty in deciding as to what to teach and what the studentsshould learn. The faculty are made familiar with and work within the curriculum framed by the concerned Boards of Studies of Pondicherry University. The planfor curriculum delivery is discussed in departmental meetings and is sharedwith students.

The Teaching Faculty channelizes attention and energy on prioritycurriculum areas and on emerging issues that are to be dealt with immediately. through online and offline mode. The curriculum also focuses on life skills including critical thinking, personal andsocial capability, decision making, emotional management, social values, etc.

- Self learning: Units are divided among students and each student is given asection based on their interest and ability to present seminars within the classroom. The learning process is also stimulated by providing assignments on specific topics.
- Peer Learning: Students with low potential for learning aremixed with students ofhigh potential to learn and are grouped so that informalpeer mentoring takes place within the small groups in the class.
- PositiveLearning Environment: A positive learning environment is created by building agood rapport with the students, understanding the individual differences andmotivating the students. The learning resources are organised and madeavailable for the learners. For example, the first year students were providedwith large display boards and newspapers for display of their projects. Thestudents collected various articles related to environmental issues, and thus,they displayed the articles by organising the articles and exhibited them

- forboth the college and school students of the neighbouring school.

- **Scaffolding Students' Learning: The teacher acts as a mentor and facilitator of knowledge so that students become responsible for learning and move towards the next step in acquiring skills. For example, the second year students of Social Work were given assignments to prepare mind maps for different life skills. Apart from this, many other forms of scaffolding, such as, giving examples, hints, prompts, visual scaffolds(charts, graphs) were also incorporated in the teaching learning process.**

- **Positive Reinforcers: On College Annual Day, the students who are proficient in subjects are selected for proficiency prizes. The teacher of each class, right from the beginning of study, uses more reinforcers including verbal, social, awards, prizes for each and every act of learning, participation and interaction in the classroom. Gradually, the reinforcements fade during the final year of study so the students become more intrinsically motivated to learn and mentor the students who have low potential for learning. A major part of the Teaching-learning process for the academic year 2020-2021 was through the Online mode and the practical classes for the Department of Psychology were conducted through the Offline mode for better knowledge on practical skills.**

Throughout the lockdown period, the students were in contact through Whatsapp, email and other modes for the needed academic support as well as personal support.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	**Nil**

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

- **The College followed the Academic Calendar for Affiliated Colleges notified by the Pondicherry University. This was circulated among all the Faculty and the Students through e-mail and the same was uploaded in the College website for reference.**

- **The classes were conducted through online and offline**

modes during the academic year 2020-2021 as per the academic calendar.

- **The Teaching Faculty conductedinternal evaluation periodicallythrough online as well as offline modes, whichever was feasible, and submitedthe internal evaluation record through the institution to the Pondicherry University.**

- **The University Examinations as scheduled by the Pondicherry University were conducted as per the guidelines and the answer sheets were submitted on time.**

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.kcw.co.in/wp-content/uploads/2022/01/Calendar_2020-2021.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**B. Any 3 of the above**

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

1.2 - Academic Flexibility

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

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

3

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

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

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

0

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

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

0

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

- **The Institution has integrated the "Public Administration" an Ability Enhancement Compulsory Course (PADM 113) for all the three departments (HIstory, Social Work and Psychology) in the college as per Pondicherry University Curriculum guidelines. Students are sensitised about the various topics including Arthashastra, the Indian Constitution by Dr.B.R.Ambedkar, principles and duties of citizen.**
- **Yet another paper underAbility Enhancement Compulsory Course , named "Environmental Studies" (ENVS 123) for all the three departments (HIstory, Social Work and Psychology) in the college was introduced in CBCS. The Teaching Faculty giveequal importance as to that of other coursesand exploresthe crosscutting issues including current trends with respect to the course and are well able to make the students understand the significance through tailor made Curriculum delivery (Please refer the uploaded file under any additional information).**
- **The Department of Social Work has Human Rights and Social Legislation (BSWK 242) and Women Empowerment (BSWK 363) as Discipline Specific Course and Discipline Specific Elective Courses.**

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

1

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

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

31

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<u>View File</u>

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://docs.google.com/forms/d/e/1FAIpQLSclD3WnAanloL4N93LuGvpldkszr1USbHhpEc2ZqmL4LPRmUA/viewform?usp=sf_link

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

180

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

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

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

89

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

2.2 - Catering to Student Diversity

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

The Teaching Faculty while delivering the Curriculum, assesses the learning levels of the students periodically to understand the learning levels of the students.

The Teachers considerthe individual differences arising from one's own personality and the diversity in family and community backgrounds while assesing the learning levels.

- **Differences in Individual -style of learning, cognition, motivation, ability, aptitude, interest, goal,**
- **Other aspects of diversity - family condition, schooling, socio-economic status, community of living,**

Thus, the learning levels of the students are understood through the above factors and accordingly the special classesare tailored for each individual foroptimal learning. The need for providing extra assignments, seminars, references, for the advanced learners areenvisaged and they are given extra reading materials, workouts, references.

At the same time, in-depth teaching and motivation are provided for slow learners which are well realised by the teaching faculty. Extra coaching, peer tutoring, remedial classesare also provided.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
289	15

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

Student centric methods wereadopted wherever and whenever it was possible toenhancelearning experiences.

- The students of the Department of Social Work organised a virtual study tour and virtual orientation about NGOs during the lockdown to assimilate the theoretical knowledge gained through the classroom lectures.
- The Students were assigned topics for seminars and they presented in the ppt format and explained during online classes.
- Self learning isinitiated during the second semester and iscontinued for the remaining durationof study.
- Students were directedto attend many webinars related to their subjects and were motivated to actively participate by raising questions and clarifying doubts.
- Quizes are conducted by the subject teachers during class hours. The students are divided into groups are asked to frame questions and those questions are asked tothe other group and vice versa.
- Practicals are carried out systematically for the students of B.Sc. Psychology.
- Student Seminars are given for all the subjects by every teaching faculty.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

- **The Instituionhas subscription to Google Suite for each Teaching faculty. The teaching-learning process was carried out through the online mode during thelockdown period and the same application was used to post learning materials, assignments even after thelockdown was lifted.**
- **The teachin-learning process was aided byppts and other animated videos.**
- **The manuals for procedures for laboratory were mailed to students well in advance before performing the experiments.**
- **Students undertook many online quizes related to their subjects as well as on general knowledge.**

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.kcw.co.in/wp-content/uploads/2021/12/ICT_enabled_Classrooms-1.pdf

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

2.3.3.1 - Number of mentors

15

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

15

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

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

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

11

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

15

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The Students are oriented about Higher Education in general and about the College in particular which is affiliated toPondicherry University. Internal assessment is conducted for both theory and practicals/field visits.

- The CBCS pattern of education, teaching mode, assessment methods are briefed during the orientation sessions. The first semester students are given an in-depth training on question paper models, internal exam frequency and modeand university examinations.
- Students are given unit tests by all the teaching faculty for all the semesters. Students are informed before the internal examination and sufficient time is given for preparation of tests, assignments and seminars or quizes.
- Model examinations are conducted as per the syllabus of the department.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

1. The internal evaluation process and components are explained to the students periodically.
2. Students are continuously assessed for all the courses as the teachers complete the units through varied forms of assessments including unit tests, group discussion, presentation, assignments, quiz, etc.
3. The internal marks are displayed on the notice board prior to the university examination
4. The students can approach the concerned teacher, Heads of the Department or the Principal in case they find any grievances related to the internal assessment. The same is also enquiredabout in the Student Satisfaction Survey.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The stated Programme and Course Outcomes of the Programmes offered (B.A. History, B.A. Social Work and B.Sc. Psychology) are uploaded in the college website.

The students are oriented about the stated outcomes during the Orientation Programmes as soon as they get admitted.

The teaching faculty are made aware of the stated programme immediately after the syllabus isframed through e-mail and atthe departmental-level staff meetings.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://kcw.co.in/wp-content/uploads/2020/03/Programmes_and_Course_Outcomes.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

The Institution being affiliated to Pondicherry University, Pondicherry, follows the curriculum designed by the Univeristy.

The attainment ofProgramme Outcomes are evaluated through the

- **results of the students,**
- **feedback obtained through SSS,**
- **Students advancing to Post Graduation, and**
- **Placement of students in jobs.**

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

2.6.3 - Pass percentage of Students during the year

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

63

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://www.kcw.co.in/wp-content/uploads/2022/01/Student_Satisfaction_Survey_2020-2021.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

5

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

1

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

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

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

1

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Extension Activities by Teaching Faculty during COVID-19

The Department of Revenue and Disaster Management, State Emergency Operation Centre, COVID-19 War Room, assigned COVID19 duty to teaching faculty of Kasthurba College.

Three faculty members (Dr.Charles Christopher Raj, Mr.P.Sadish and Mr.P.Vijayarangam) were assigned online COVID-19 contact tracing in co-ordination with the Health Workers to verify the primary and secondary contacts in the Union Territory of Puducherry (Kindly refer uploaded file).

The faculty members were given training through Video Conference for this purpose and were given instructions and they periodically opened the COVID-19 Management System and informed the list of Primary and Secondary Contact persons to the assigned Health Workers. The team submitted the report on daily basis through the given Google form.

Extension Activities by Students

The Department of Social Work carried out the extension activities under Field Work activities. These activities were rearranged due to pandemic situation.

Online sessions by social workers working in the different social work settings werearranged. A minimum of two days per agency was planned. Agency supervisors were requested to focus on the scope of social work intervention in the setting. Inconsultation with agency supervisors, students were given assignments based on the field setting.

Students were asked to find (through online mode) and submit the programme details of agency/institution working for women welfare, child development, community development, mental health welfare of the disabled (one from each setting).

Community Based Fieldwork (five days)

The students were asked to collect details regarding their respective communities in whichthey lived through telephonic conversation or through social media with the help from concerned representation of their communities.

The following activities were suggested

- Resource mapping
- Services provided under ICDS by Anganwadi Centres
- Functions of self help groups / Functions of Local self Government bodies
- Identification of Social problems rampant in their community and formulation of intervention strategies to counter them
- A mini survey to find the Psycho-social problems faced by children due to COVID-19 pandemic.

Rural Camp

Owing to COVID-19 Pandemic, a regular physical rural camp was not conducted, instead the following activites were conducted as part of the camp.

Students were asked to watch documentaries /movies with regard to rural social system/ social problems based on which they were asked to submit a summary of the documentary/movies

Students were asked to prepare a mini short film about a rural social problem, using their smart phones. The students were asked to shoot the same with the involvement of their family members as actors. They were also asked to submit the plot of the short film alongwith the short film.

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

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

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

1

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

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

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

9

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

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

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

100

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

3.4 - Collaboration

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

10

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

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

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College has adequate classooms for the already existing two courses (B.A. History and B.A. Social Work). The College expands its facilities for the newly introduced course - B.Sc. Psychology,year by year, since introduction in the academic year 2019 - 2020.

Realising that Administrative Block was inneed of renovation, the Principal of the college requested the Pondicherry Society for Higher Education to allot funds for the same. An amount of Rs 18 lakhs was sanctioned and the renovation of Administrative Buildingwas initiated in the month of March 2021.

Construction of new building for Laboratory and Classrooms for the Department of Psychology (which was introduced in the year 2019-2020) was initiated.

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

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

The institution houses a separate room for Physical Education which also has small separate facility for ladies retiring room. The Ladies retiring room is useful for students who fall sick after coming to college and can take rest till they are picked up by the family members or till the end of college hours.

The Physical education room has indoor as well as outdoor games and sports materials.

Indoor games like table tennis, chess, caroms are available. The students are trained periodically based on their aptitude and ability. Students are trained in outdoor sports and are motivated to participate in intracollegiate, intercollegiate, state level and university level competitions.

Students are trained in volley ball, throw ball, hand ball, kno-kho kabadi and cricket.

The Directorof Physical education also has Post Graduation qualificationin Yoga, thus he teaches yoga in a professional way for students and teachers to combat the pandemic stress and anxiety.

Students are encouraged and are given opportunity to participate in the cultural competittions and events organised by the college and intra collegiate competitions.

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

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

6

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

2560921

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

4.2 - Library as a Learning Resource

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

The library is partially automated.Library Management System, Modernlib 2 was installed in the year 2016 and is being successfully put to use since then.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-	B. Any 3 of the above

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	

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

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

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

310179

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

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

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

20

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

4.3 - IT Infrastructure

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

The institution provides technologies and update its ICT

facilities to ensure efficient functioning. The computers are maintained by the Lab Technician, and regularly updated.

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

4.3.2 - Number of Computers

42

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

2560921

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

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

Physical infrastructure of the college includes buildings, furniture, information technology infrastructure, public address system, ladies retiring room, library, physical education room with sports items, canteen facilities, and toilets. The responsibility of the sustainable use of the college property is shared by the respective staff, students and other stakeholders.

The college being a Government-run institution, the repair and maintenance work is done by the Public Work Department of the Government of Puducherry.

Furniture is optimally used by the students and staff. Regular repair, maintenance and replacements are carried out by the administrative officers along with multi-taskingservice personnel (MTS). Condemned items are disposed off after due verification by the condemnation committee following the regulations laid down by the Government.

Every student and staff has easy access to the ICT infrastructure for the academic growth as well as development of the college. Six classrooms out of eight are ICT enabled which assists the teacher to readily use it as a teaching aid and students are motivated to utilize the same during their seminar presentations. Regular servicing is done for the ICT equipment and for the public address system by the service provider and the Multi-tasking Staff.

The college has a well-stocked automated 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 also that is maintained in the Library. The staff and students obtain access to other journals through the INFLIBNET facility available in the library as well through individual log-in access.

The Language lab and the Library have internet facility for browsing. The Assistant Librarian and an MTS are designated to maintain the library.

Sports equipment are utilised by the students, and maintained by the Director of Physical Education. The canteen facility is outsourced and provides healthy food at affordable cost for the students and staff.

During Election time, the infrastructure isutilised by the Election Department as a Collection Centre and Voting Booths.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

25

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

0

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**D. 1 of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

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

42

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

42

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

10	
File Description	**Documents**
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

20	
File Description	**Documents**
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

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

0	
File Description	**Documents**
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

4

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

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

The IQAC includes student representative in every meeting and their opinions and suggestions are considered while taking decisions. Any activities organised at college level (Intracollegiate) and in intercollegiate activities, the students are given the responsibility of organising and coordinating the events.

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

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

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

5

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

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

- **The Alumni Association of Kasthurba College for Women, Villianur was registered under the Society Registration Act, 1860 on 3rd January 2017. At present, the association has around 292Registered alumni. The Association has office bearers viz., President, Secretary and Treasurer who are appointed for a tenure of three years. The association meets twice every year on January 26th and August 15th. The Alumni was not able to meet owing to COVID-19, and hence, the office bearers of the Association continue to hold office beyond their tenure.**
- **The association has conducted various programmes, where Alumni who are well placed in their respective fields are invited to give motivational talk forthe current students.**
- **The association maintains communication with its members through a Whatsapp group KCW Alumni Association.**
- **Important information about Job vacancies and employment opportunities are shared through the platform.**

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision

To educate, empower and promote intellect through holistic learning, towards individual growth and social progress.

Mission

- To provide need-basedquality higher educationto women
- To facilitatecritical thinking and creativity
- To impart knowledge and skill for thedevelopment of the selfthroughvalue-based education
- To reach out to thediverse and varying needs of the societyand
- To strive for excellence with thestate-of-the-art facilities.

The governance of the institution is reflected by continuing its educational services to women. The need of the society is understood and a new course (B.Sc. Psychology) was introduced in the academic year 2019-2020.

The students are trained to foster their thinking through quizes, online webinars, assignments and other various actiivties. The students of Social Work comprehend and address the diverse and varying needs of the society through field visits and rural camps.

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

6.1.2 - The effective leadership is visible in various institutional practices such as

decentralization and participative management.

- The College is run by the Pondicherry Society for Higher Education which functions under the aegis of the Higher and Technical Education (DHTE), Government of Puducherry and is a fully – funded by Government of Puducherry institution. The Chairman of the DHTE is the Secretary to Government (Education). The Director of the DHTE is also the Member Secretary of PONSHE. The Governing Body makes decisions with regard to both administrative and academic matters.The Principal is the link between the administrators and the academics.

- The top three administrative posts have their own powers and functionalities. There are certain administrative powers vested with each and while each has his/her own decision – making powers confined to that particular post, all important decisions are taken after due consultation with one another.

- At the college level, the Principal is the head of both the administration and of academic affairs. After the Principal there is a position titled 'Principal In-Charge' and the senior most person with a Ph.D. assumes change on a Three – Year Rotational basis. There are five Heads of Departments with decision – making privileges at the micro level. In addition to this, there are several Co-ordinators who look after student – related activities, as well as duties related to NAAC, AISHE, etc. The Non- Teaching staff are 9 in numbers and work collectively with the academic staff.

- Regular meetings are conducted among the Secretary, Member Secretary, Officer on Special Duty, State RUSA Co-ordinator, Principal and other officials to ensure that administrative and academic needs are well – represented and taken care of. At the college level, meetings between the Principal and the HODs or all faculty meetings are held regularly to ensure that academic Co-curricular and extracurricular activities are transacted as well as possible and as transparently. This also ensures a free – flow of communication top down – bottom up. Students are also involved in all IQAC meetings and their suggestions are solicited and acted on. The Non- Teaching staff, headed by the Superintendent, also participate in these meetings. By involving all these stakeholders, the college ensures that everyone participates and gives his/her best. Through this co-operation, the college has been able to overcome many hurdles and to ensure progress

- in many spheres most especially in procuring land for the institution, renovation of infrastructure, purchase of infrastructure, counseling, mentoring, student progression to higher education or employment as individual situations warrant and in timely submission of data to various government and non- governmental agencies.
- The institution also involves the other stakeholders, viz. the parents in its activities. Feedback is collected annually from teachers, students and parents and analysed in order to know where the institutions strengths, weakness and opportunities lie.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Every aspect of Administration and Academic needs is planned meticulously and on a yearly basis.

Administration:

The budget is prepared in April of the previous year for the expenditure to be incurred in the forthcoming financial year. For example, in April 2021, the budget was planned and forwarded to Head Office, viz., Pondicherry Society for Higher Education (PONSHE) for sanctioning for the financial year. This covers the various heads, such as salaries, wages, Office Expenditure, Assets, Arrears and Assured Career Progression Scheme. This ensures that the institution does not meet with financial glitches during the course of the year.

Curriculum Development:

Curricula for the courses are planned by the concerned Boards of studies of the affiliating University which is the Pondicherry University. One member from each of the History and Social Work courses is on the Board of Studies and their recommendations find inclusion in the syllabus. The BOS meets on a yearly basis. The present syllabi follow the CBCS pattern.

Teaching and Learning:

All Teaching and Learning activities take place within the framework of the curriculum with pre-defined marks for both Internal and External evaluation. The internal marks are awarded for assignments, seminars, tests, model examination and attendance across all courses in addition to Field- Work, Rural Camps and Lab Work for the Social Work and Psychology Students.

Library:

Library books are purchased on a yearly basis and a large number of books are donated by organizations and well-wishers. The library is partially automated. The software used is MODERNLIB which was installed in 2016 and takes care of circulation which includes issue, return, renewal of books using bar code scanner and printer. It contains user details, acquisition details has a resource master and a library gate register.

Human Resource Management:

All permanent recruitment is carried out by the PONSHE. Temporary recruitment to fill in vacancies arising mid-year or due to the creation of new courses is carried out by the institution after advertising in local newspapers and through a duly- constituted board of interviewers with a University representative. Only candidates who fulfil the UGC requirements are recruited. Each year feedback is received from students on the performance of their teachers, the same is analysed and feedback given to each faculty. Every teachers' professional development activity is logged in by the IQAC co-ordinator and is reflected in the AQAR as well as in the annual report of the Pondicherry University. The DHTE has currently employed the servies of Probit Plus from Pune to develop the College Management System for all their colleges. The Principal is a member of the three member team which drew up the blue-print for the CMS based on which the software is being developed.

Student Admission and Support:

Admission to all the Arts and Science courses are being done by the Centralised Admission Committee (CENTAC). This ensures that all students find a place in the Higher Education System. Once admissions are completed by the CENTAC it falls under the purview of the Principal to fill in any vacancies Admission is

made for those students who had failed to apply within the stipulated time or who had passed their exams in subsequent attempts and therefore, could not apply on time. The college counsels women candidates their education even after marriage or child-birth. Such students are assisted in every way possible to complete their complete their course of study. All eligible students are assisted to apply for various scholarships and to find placement at the end of their period of study. Interested students are coached to attend entrance exams for higher studies.

Infrastructure:

The biggest achievement of this academic year was the transfer of land from the Department of School to the DHTE for the purpose of construction of a new college building. At the moment, 2 temporary classrooms have been planned on, on the new site at a cost of Rs. 12,00,000/- and Rs. 18,00,000/- has also been allotted for renovation of the administration building. Other infrastructural items are purchased on a need basis. The faculty submit proposals depending on the requirement of their department and the expenditure is fit into the budget. The institution is in the process of submitting a proposal to the PWD for construction of a new Academic Block.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Since 2005, the institution has been making slow but steady progress. Being a government institution, there are a few time lags but all policies of the Centre and State Governments, the UGC, the MHRD, the affiliating University and other departments are implemented routinely.

The Governing Body is constituted by the Pondicherry Society for Higher Education and is the policy-making and ratification authority. Routine matters are the purview of the Secretary to

Government (Education) and the Director of Higher and Technical Education cum Member Secretary, PONSHE. The Principal implements the policies and addresses the concerns of the institution and the staff with the higher authorities. She also ensures the smooth functioning of the institution alongside the implementations. The office of the Principal ensures that all correspondence regarding furnishing of perspective plans, budget requirement, application for renewal of affiliation, auditing, etc., are attended to in a timely manner.

Appointments are made collectively when the need of the same in the PONSHE colleges arise. As a stop-gap arrangement, staff are recruited on contract basis to ensure un-interrupted teaching-learning. For regular staff, service rules and conduct rules are in place. Promotions are, however, pending.

To ensure that all policies that are to be implemented within the college is done, the college has its own IQAC, NSS cell, Red Ribbon Club, ICC, Alumni Association, Parent-Teachers' Association, Placement Cell, Examination Cell, Cultural Committee and Counseling Cell.

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File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.kcw.co.in/wp-content/uploads/2021/12/ORGANOGRAM.pdf
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

Welfare Measures for Teaching Staff and Non-Teaching Staff include

- **Residential quarters**
- **Medical reimbursement**
- **Children education allowance**
- **LTC**
- **Child Care Leave**
- **Paternity Leave**
- **Maternity Leave**
- **Half-Pay leave**

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

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

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

0

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

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

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

1

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

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

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

8

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

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

Teaching Faculty of the institution are awaiting senior scale from 6000 to 7000 AGP having duely complaid with Academic Performance Indicator based on Career Advanced Scheme formalities in line with UGC regulations from time to time.

In respect of the non-teaching / technical staff MACP (Modified Assured Career Progression) is systematically granted once in ten years and the eligible staff are periodically promoted.

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

6.4 - Financial Management and Resource Mobilization

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

Internal auditing is carried out by a Chartered Accountant appointed by the Pondicherry Society for Higher Education. He or She provides suggestions and instructions for maintianing the accounts. The verified details of the accounts is subjected to external audit by the Comptroller Auditor General, Tamilnadu and Puducherry.

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

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

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

0

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

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

Kasthurba College for Women is a unit run under the aegis of Pondicherry Society for Higher Education wholly funded by Government of Puducherry, receives grants in respects of all aspects including salary, Infrastructure, student welfare.

The financial resourcsare being optimally utilised and are audited periodically.

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

6.5 - Internal Quality Assurance System

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

- **The chairperson of the IQAC perseveresto get own land for the college (kindly refer the link the transfer of land for kasthurba college for women)**
- **IQAC has conducted periodical meetings and the same is uploaded in the website**
- **Students representatives are part of the every meeting**
- **AQAR is prepared and submitted on time to NAAC**
- **The meeting focuses on quality enhancement and sustenance in education through individual attention, mentoring in academics, personal and soical aspects of students**

File Description	Documents
Paste link for additional information	https://www.kcw.co.in/wp-content/uploads/2021/07/Copy_of_Land_Transfer.pdf
Upload any additional information	**No File Uploaded**

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

The academic calendar is prepared by the IQACin the beginning of the academic year by following the Pondicherry University

The IQAC conducts regular and periodical meetings. The meetings are spreaded across the semester-beginning, mid and before the semesterexams

The internal evaluations are carried out at the completion of each unit in the paperrs by the individual teachers and the internal scores are given well ahead of the time schedule.

The SSS feedback survey is used to enhance the quality of education as well as teacher student relationships.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	[View File](#)
Upload any additional information	[View File](#)
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The Institution being a college for women focuses on gender equity. Students are given orientation and continuous sensitisation on the same throughout the academic year in connection with the curriculum by the individual faculty during the lecture hours.

Students are mentored by the concerned faculty especially during the lockdown period. Counselling for needy students are provided by the faculty and if needed are referred to Dept. of

Psychology.

The safety and security of the students and staff are well taken care by the Administration. The Standard Operating Procedure as declared by the Government of Puducherry were strictly adhered to get protected from COVID-19.

A separate facility - ladies retiring room is maintained for those students who are in need of physical rest during college hours. The room was also utilised for students who became lactating mothers during their course of study.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.kcw.co.in/wp-content/uploads/2022/01/Promotion_of_Gender_Equity.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	E. None of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

The College realises the importance of Solid Waste Management. The students are given continous sensitisation programme for the importance of solid waste management.

TheGreen Club and N.S.S unit of the college work hand in hand

to upcycle both institutional and domestic solid waste (plastic) into pavement bricks in colloboration with Metro Groups. A MOU was made betweeen Kasthurba College for Women and Metro Groups (The MOU is uploaded).

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	[View File](#)

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

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

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

| 7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading | B. Any 3 of the above |

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

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

The Institution provides equal opportunities to all students irrespective of their cultural, regional, linguistic, communal socioeconomic, religious diversities. Initiatives are taken to promote an inclusive environment.

The reservations for different community, minority and other as per the Government norms are strictly adhered during admission process.

Also Flagship programmes announced by the Government directives are observed. Last year 'Fit India' programme was organised with numerous events and competitions viz.,

- **Gandhi movie was showcased**
- **Poster Exhibitiion highlighting unsung heroes**
- **Fancy dress competition to bring out the rich and varied culture of various states**
- **Quiz on Freedom fighters and various movements**
- **Elocution in Tamil on 'My favourite freedom fighters**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

The institution mandatorily celebrates Independence Day and Republic Day every year. Flag hoisting follows a talk by Asst. Prof. of History about the importance of values, rights, duties and responsbilities of citizens.

In addition, the Public Administration which is a Ability Enhancement Compulsory Course in the first semester of all U.Gcourses introduced through CBCS system of Education sensitises the student on rights, duties and responsibilities of citizens.

The Electoral Literacy Club creates awareness and sensitizes the students about their voting rights and supports the students to register particularly for first time voters.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	B. Any 3 of the above

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

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

The Kasthurba College organizes national and international commemorative days, events and festivals. The N.S.S unit of the College organizes the celebration of Republic Day and Independence Day events every year.

The college takes special pride in making its students more civic and patriotic. To this end every year Independence Day, Republic Day and de facto days are celebrated in the campus with flag-hoisting and a special talk highlighting the effort and selfless sacrifice our forefathers put in.

Pongal is celebrated in pomp and show where all the departments of the college make their own pongal in the campus. This instills in the students a sense of belonging and also unity and cooperation. The cultural heritage is kept in mind during the celebration.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC

format provided in the Manual.

Best Practice – 1

1. Title: Rethink about You and Environment

2.Goal: To strive for a single use Plastic-free campus and to encourage society to recycle plastic waste instead of dumping it indiscrimately.Our target groups are the various stakeholders and the community in the vicinity.

To create a massive sensitisation programme on the 7 Rs of Sustainable Environment.

3. The Context: Single-use Plastic has become one of the greatest threats to the environment. The direct and indirect harmful effects can be noticed in all species present in the Aquatic and Terrestial Ecosystem. Plastics pose a threat either in the form of microplastics or something as massive as the Pacific Trash Vortex also known as Pacific Garbage. Microplastics are minute plastic fragments that enter the ecosystem through various industrial as well as domestic sources. They are absorbed into the human body, causing serious hazards. The Pacific Trash Vortex on the other hand is a massive gyre of floating trash which keeps increasing in volume at an alarming pace. The Vortex is formed by high concentration of single-use plastic and has been estimated to be twice the size of Texas.

4. The Practice: Realising the importance of saving the next generation from plastic, Kasthurba College for Women has long been striving to protect the environment from plastics. It has spread awareness within the campus, among school and college students and in the community, as well, regarding the repercussions of plastic usage.

In 2019, World Water Day was observed with the theme "Leaving No One Behind". Students of I year Social Work displayed news clippings on Environmental issues as part of the Environmental Studies programmes and educated the others on the repercussions of water wastage.

In February 2020, Students of I yr B.Sc. Psychology explained the impact of Plastic Pollution to School and College Students

In 2021, the I yr B.Sc. Psychology students made a display on

the need for Environmental Care and Protection.

5.Evidence of Success

In March 2021, just before the lockdown, Kasthurba College for Women signed an MOU with Metro Group, a plastic re-cycling unit that turns hitherto assumed "un-recyclable" household plastic into paving bricks and park benches. The paving of the front portion of the administration building is currently underway. The paving bricks are sturdy and can support great weight and are further recyclable.

Metro Groups on its part, as a goodwill gesture, has initially donated paving bricks to the institution and later, more bricks or park benches for use outside the class room would be given to the college in proportion to the plastic waste collected and handed over to them.

The college's role would be to spread the message of plastic-use reduction and the collection of household plastic from the college, from the houses of the various stakeholders in the college and the community around the college and to deposit it with Metro Group.

- Reduction of dump yard waste
- Environmental values are instilled among the student
- A greener campus

6. Problems Encountered and Resources Required

- Bringing about behavioral change is slow and a struggle

Best Practice – 2

- 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 approximately 19 students throughout their course of study in the college. The teacher after analyzing the students' family background, personal and academic skills, guides, supports, and 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. Various webinars were organised to enhance the Psychological Well-being of the Students.

5. Evidence of Success

- The teachers being mentors gained more understanding of the psycho-social 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 towards discontinuing higher education. The teachers make home visits whenever there is absenteeism for a period of more than a week and when there is no response when contacted, telephonically.
- Mentoring has developed coping strategies to deal with personal, social and academic challenges that a student faces during her study period as well as for the future.
- 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.

6. Problems Encountered and Resources Required

- Gender barrier: Women students find it easier to communicate with the same gender teacher rather than with the opposite gender.

- ○ **A few students find it difficult to express their difficulties despite the teacher being open to accommodate individual differences.**

- ○ **During COVID-19, the teaching faculty were able to continue to render the same support through the mentoring system.**

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

7.3 - Institutional Distinctiveness

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

Institutional Distinctiveness

The college is committed to educating women hailing from rural backgrounds and to helping develop themselves in a holistic manner. To this end, the following initiatives have been undertaken.

1. **After much duress, the government granted permission to introduce a third course in the college, viz. B.Sc. Psychology which is a need-based course. This course has attracted a lot of takers.**
2. **The number of sanctioned seats has been increased from its initial 25 seats in 2005 in the Departments of History and Social Work to 60 nos., currently. The number of seats in the Department of Psychology was increased from 40 to 60. Hence, a greater number of rural women students have access to education in the vicinity around where they live and do not have to make long journeys into the town.**
3. **The interventions of the mentor-mentee system and the Counseling Sessions have helped in retaining students in their courses post marriage and childbirth which was a**

highly difficult endeavour earlier. This ensures that a greater number of women students complete their courses and have a better chance of employment. Breast feeding mothers are permitted to keep their babies in the ladies retiring room with an attender so that neither the child nor the studies is neglected.

4. In order to encourage women to be self-employed, the college creates opportunities to teach them a skill. Tailoring, Soft-Toy Making and Beautician courses have been made available to the students through tie-ups with NGOs and entrepreneurs.

5. Many of the women students hail from economically weak backgrounds and are unable to pay for their fees and transport back and forth and sometimes even go without meals. Once these students are identified, the staff of the college make provisions personally, so that these obstacles are removed and students can continue to pursue their courses without these deficiencies.

6. Many students face physical abuse in their homes at the hands of fathers and brothers. These students are counseled and provisions are made to accommodate them in government-run hostels and short stay homes.

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

7.3.2 - Plan of action for the next academic year

Plan for the academic year (2021-2022)

Development of Infrastructure: The College is in the process of constructing a building in land which is transfered in the name of Kasthurba College for Women. Hence the plan is to approval for construction of college building.

Quality Sustenance: To continue the quality enhancement and sustenance of education in all the courses through online and offline mode.