

**DRAFT REPORT
ON
INSTITUTIONAL ACCREDITATION**

of

Bharathidasan Government College for Women

Pondicheery

Visit dates

13th -14th September 2004

**National Assessment and Accreditation
Council
Bangalore**

**PEER TEAM REPORT FOR
INSTITUTIONAL ACCREDITATION OF
BHARATHIDASAN GOVT. COLLEGE FOR WOMEN
PONDICHERRY**

SEPTEMBER 13 & 14, 2004

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
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**PEER TEAM REPORT ON INSTITUTIONAL
ACCREDITATION OF
BHARATHIDASAN GOVT.COLLEGE FOR WOMEN,
PONDICHERRY.**

SECTION 1: INTRODUCTION

Bharathidasan Government College for Women, Pondicherry was established in June, 1968. The college is located in an urban area and is affiliated to Pondicherry University. It is recognized by UGC under Section 2 f). The college campus has an area of 2H 46A 15ca. The College is a government college and is funded by the Pondicherry government. This multi-faculty college conducts sixteen under-graduate and two post-graduate programmes. It has started one research programme leading to M.Phil in the department of Home Science. The College has eighty -three permanent teachers, eight temporary teachers and fifty-three part-time teachers, and fifty nine administrative staff.

The sanctioned strength of 934 includes 12 students from outside the state and one overseas student. The student strength at present is 2653. The College follows the semester system.

Founded by the Pondicherry government, the objectives of the college are" towards education, employment and empowerment". The college has set the goals, which are 'Value based character; Self-confidence and commitment to Society', by providing continuously improving conducive environment for teaching and learning. The College, on one-hand offers traditional courses like BA, B.Sc. with various combinations and B.Com programmes and on the other hand it also offers vocational courses in B.Com, Office management and secretarial practice, B.A. Functional English and B.Sc. Clinical Nutrition and Dietetics. The post graduate programmes include M.Com (Corporate Secretary ship) and a research programme in Home Sciences department leading to M Phil degree.

A Peer team was constituted by NAAC to visit the college and to validate the self-study report consisted of Prof. K.N. Kurup (Chairperson) Former vice-chancellor Calicut University, Calicut, Kerala, Prof. S. Ramamurthi, Retired Professor, Osmania University, Hyderabad, Andhra Pradesh as member-coordinator, and Dr.Nanasaheb R. Kapadnis, Registrar, Y.C.M. Open-University, Nashik, Maharashtra as member. Dr. Jagannath Patil, Assistant Adviser, NAAC coordinated the visit of the team.

The Peer team carefully studied and analyzed the Self-Study Report of the College. During the institutional visit on September 13th and 14th the team went through all the relevant documents, visited the various departments and facilities available in the college. The peer team interacted with the Management, Principal, the Faculty, the non-teaching Staff, Students, Parents and the Alumni. The report of the peer team is based on the thorough analysis of the Self-Study Report, careful perusal of the documents made available and the interaction with the concerned as indicated above.

SECTION II

CRITERION I - CURRICULAR ASPECTS

Bharathidasan Government Arts College for Women, is a multi Faculty College affiliated to Pondicherry University. Curriculum followed in the College is as prescribed by the University. The College offers sixteen undergraduate, two postgraduate and one M Phil by research programme. These include B.A with six combinations such as Tamil, English, Functional English, French, History and Economics; B.Com with three combinations such as Commerce, Corporate Secretary ship and Vocational courses, B Sc with seven combinations with Mathematics, Physics, Botany, Zoology, clinical Nutrition and Dietetics, computer science and research programme for M, Phil. Options are available to the student community. In the 2nd and 3rd semester of B.Sc Mathematics & B.Com. and in the 4th semester in M.Com.(Corporate Secretaryship)

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The College follows the syllabus prescribed by the university and the semester system. The college needs one year to start a new course. A few of the teachers are members of the University Boards of Studies of their departments. They participate actively in the design of their syllabi in order to benefit the students. Teachers update their knowledge by referring to books and journals and attending seminars in the departments of Economics and Chemistry.

Class tests, assignments, Mid-semester tests Seminars and periodical practical examinations (wherever possible) are the methods to monitor the overall performance of the students. The help of special lecture programmes, quizzes, and essay competition enhances the academic standard of the students. Beyond the curriculum, a few talks/panel discussions are arranged for the benefit of the students of the different departments, like discussion on central budget in the commerce on Man and His environment in the Zoology departments. The College through NCC and NSS community activities strives to inculcate the spirit of social responsibilities among the students.

The college may think of more electives and options to the students by introducing courses in applied areas of Commerce, Management/Business administration, Market studies etc.

There are no linkages organized with outside organizations.

CRITERION II - TEACHING LEARNING AND EVALUATION

Student's admission for UG programmes is based on the academic performance at 10+2 level whereas selection for PG programmes is based on the performances at the degree examination and in the interview and as per the rules of reservation listed in the respective prospectuses.

The teaching-learning process at the Bharathidasan Arts College is quite comprehensive and student centered. The stipulated minimum period of 180 days is observed. Teaching-learning through practices such as group

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assignments, seminars, industry/field visits, quizzes, class test, mid-semester examinations and special lectures become a complete exercise. Special remedial classes to educationally disadvantaged students are provided whereas the advanced learners are encouraged with reading the advanced books. Bridge courses are provided in subjects like accountancy for non-commerce students joining in B.Com (regular) and B.Com (Corporate Secretary-ship) courses.

The college has a mechanism for the recruitment of the faculty and is as per the statues of the university and the regulations of the Pondicherry government. Teachers have been recruited as the workload has increased. Ratio of full time teachers to temporary teachers is 83:53 is not appreciable as most of the class-room teaching is not completed by the permanent faculty while teaching staff to non-teaching staff ratio is 142:50 is appreciable. In physics and Computer Science departments, the entire sanctioned strength of the staff is not recruited as there is a ban.

The teachers in all departments do plan for their classes, as the Semesters are time bound. Respective Head of the departments review and suggest corrective measures and report to the Principal in the monthly college council meetings. A few learning aids like OHP Slide Projectors are made use of in some departments. The college encourages the teachers to participate in faculty development Programmes such as refresher courses, seminar, workshops, conferences, training programmes etc.

These efforts have made the teaching-learning process more productive and meaningful to the students. The college has a mechanism to evaluate the teaching by the faculty at the time of promotion to the next cadre. The peer evaluation and self-appraisal for the faculty in each semester needs to be introduced. In a few departments weightage is given to the project work in the curriculum, which help the students. The college has a system of evaluation of the teacher by the students.

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CRITERION III - RESEARCH, CONSULTANCY AND EXTENSION

Successful teaching programmes invariably require a sound research footing in various departments. It is also necessary for a faculty member to be involved in research activity while pursuing a teaching profession. It helps him to remain abreast with the latest developments in the field. The peer team appreciates the high percentage of research degree either M. Phil or Ph. D degree holders among the permanent and the temporary faculty. The remaining teachers also need to be induced to pursue research qualifications.

The college still has to acquire the necessary infrastructure library set-up and the laboratory readiness to carry our consultancy and research activities. No consultancy of any kind is present in the various departments of the college. The college has to publicize the expertise available.

The peer committee notes with pleasure that out of 15 departments nine departments have to their credit about 58 publications and about 25 teachers have attended seminars at National/international levels. Botany and Corporate Secretaryship department generated research funds.

The college has both NCC (all branches) and NSS units. The different wings in the NCC have distinguished themselves. The NCC and NSS have carried out Community orientation programmes like awareness for Aids, Health, Environment and blood donation and for road safety.

CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

The college is in an urban area with a campus of 2,08,262sq m. Proposed expansion is for 13 rooms. At present separate arrangement for administration, auditorium and library are provided. Arrangements have been made for the day today maintenance of the existing premises. Public Works Department of the Government is in charge for repairs and annual maintenance. The college has sports facilities for indoor and outdoor games. Outstanding sports women are given incentives by special prizes by the College.

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The library houses 51316 books and subscribes for 26 Periodicals and 49 national and international journals. In addition almost all departments have their own libraries and they except 5 of them, subscribe for journals. The College library to an extent is computerized. Other facilities like reprographic facility, audio-visuals, more Internet facility need to be designed and made available to meet the functional needs of the students and the staff. There is no book bank facility. The library needs to be interconnected with other libraries. Budgetary allocations to the Library thus need to be increased. The Library committee assists the librarian.

The college has few students from outside the state and overseas students. There is no hostel facility. Adequate and appropriate hostel facilities need to be provided to these students and to the needy local students particularly for Schedule Caste & Scheduled Tribe sections

CRITERION V - STUDENT SUPPORT AND PROGRESSION

The college has made attempts to provide student support facilities. Support services made available to a certain extent ensure physical and intellectual output. The prospectuses provide information and guidance to the students about the available courses, documents to be submitted, eligibility criteria, facilities available, details of fee structure, refund of fees, other rules and regulations.

The college may plan and introduce more welfare measures for the student community like medical checkup. Placement opportunities through separate cell have been arranged coherently by assigning additional charge to a teacher. The employment cell counsels students on career options, orientation training and on self-employment opportunities. A grievance cell also addresses the problems of the students.

Student's progression to higher classes is 75%. The progression to employment is stated to be 20%. The college authorities may identify the reasons and rectify them. Students' feedback may help to improve the situation. Adequate mechanism may also be set up to collect feedback on the performance of teachers instead of in an anonymous way through grievance boxes. There is an Alumni Association March 2004. The self-study report states that a good lot of the old students are working as lecturers, bank officials, in research laboratories and in business and are occupying important positions.

Outdoor games, clubs for Nature, Debates, and Magazine, cultural programmes are included in recreational and leisure time activities of the student in the college campus. They are enabled to avail Merit cum Means scholarship and post-metric scholarships besides state and central government scholarships. About 10% of the students are availing these Scholarships.

CRITERION VI - ORGANISATION AND MANAGEMENT

The college has an experienced, well-structured management. It has also a monitoring system through staff council and various sub-committees. They also aim to create conducive environment for teaching and learning. No committees have been constituted in the last 3 years to improve the organization and management.

Through teachers, Heads of the departments and sub committees attempts are made to receive feedback from the students in addition to the drops in the grievance box. The college management then appropriately responds. Various committees like, Admission committee Students Advisory committee, Discipline committee, Cleanliness Maintenance committee, Fine Arts committee, Magazine committee Purchase committee Library Purchase committee, Stock Verification committee appointed appear to be actively participating in the decision making process.

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Management techniques and Computerization wherever possible have been used for efficient administration.

Given that this institution is a wholly Government funded one, another important feature of the management, which refers to financial administration appears to be quite appropriate. The entire budget is met by the state government. Budgeting procedures are as per the norms. There is no Internal audit. External audit is carried out by the Education Department of the state and by the Auditor General of Tamil Nadu and Pondicherry. The authorities provide financial assistance to the teaching and non-teaching employees. Both enjoy the welfare measures of the government like children tuition fee and Medical charges reimbursement and advances for festival, and purchases of Home, Vehicles and Personal computers. Apart from P.F and Gratuity Scheme, personal and housing loans from commercial banks are facilitated.

Professional development programmes are arranged for the non-teaching staff by the office manager.

There is a grievance redressal cell. The principal deals with the grievances if they are within her power. Other matters are referred to the government.

The fee structure is communicated through the prospectus and is highly subsidized. Besides students are enabled to avail financial aid from different institutions like central and State governments NCC etc.

CRITERION VII - HEALTHY PRACTICES

The peer team in the context of the working of the college, observed the following healthy practices:

1. Recruitment of teaching staff with research qualification and encouragement to staff for pursuing research and to publish papers, and attend seminars/workshops resulting in a high percentage of staff with research qualifications as per norms of the UGC

2. Participative functioning of staff
3. Pro-active student centered management
4. Placement and counseling opportunities through placement and counseling committees
5. Staff welfare measures applicable to the state government staff including loan facility and interest free festival advances
6. Availability of grievance redressal mechanism
7. Running of a lab Nursery school by department of Home-science to emphasize the play-way method and as such creation of job facility.
8. Celebration of science day, commerce day, International women's day to for creating awareness of the concerned issues and having youth exchange programmes
9. Establishment of a cooperative store to supply provision and some essential items for the staff and students spreading the message of cooperation and mutual help
10. Outsourcing of the maintenance of canteen by the tourism department and computers by annual maintenance contract.
11. Staff and students have created a good academic ambiance.
12. Provision of regular guidance to students and Study Centres of Pondicherry University and Madras University in the week ends.

SECTION III - OVERALL ANALYSIS

The peer team minutely studied the self-study report submitted, annexure attached, and additional information provided. The team has visited the infrastructure facilities, had detailed discussion with Principal, teachers and others concerned. The team is impressed by the efforts made towards reaching the quality standard.

Peer Team report of Bharathidasan Govt. College for Women, Pondicherry

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The peer team has observed a number of positive features of the College. It would like to commend the institution on the following aspects.

- The college authorities are sensitive to the changing educational scenario and are aware of the required corrective measures to be taken.
- The college administration is pro-active in furthering academic growth and has been recommended for autonomous college status.
- A proper student centered teaching-learning mechanism is being evolved.
- The involvement of teaching faculty in the decision-making process is an appreciable feature.
- The system of exit interviews for the outgoing students.

However there are certain areas that need immediate attention of the management and the college authorities. It is necessary to address these shortcomings in time.

- Value education and add-on-value programmes need to be introduced like Personality Development, Yoga, Survey and Data collection for students of Commerce, Economics etc.
- Absence of consultancy.
- As the college is located in Union territory capital Pondicherry it may strive hard to establish more linkages with renowned institutions and also attract students from abroad and other states.
- Inter-connectivity of the library with other libraries.
- Periodical communication of attendance, performance in tests/Examinations of the students to their parents.

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The peer team suggests that the management to ponder over the following suggestions.

- ❖ Advanced learners to be encouraged by associating them for teaching their juniors or peers for remedial coaching
- ❖ Preparation of a regular teaching plan after unitizing the syllabus and informing them to the students through a Calendar of events.
- ❖ A centralized facility for preparing transparencies, slides etc.
- ❖ Regular self-appraisal and peer-appraisal of the teaching staff.
- ❖ Regular feedback from students in each semester but not through grievance box in an anonymous manner.
- ❖ Provision of the Hostel facilities.
- ❖ Introduction of beyond the curriculum and outreach programmes, evening courses
- ❖ A center for dissemination of ideas contained in the literary works of the Poet Bharathidasan is whose name the college is established or named.
- ❖ A center for training the girl students for appearing examination of Public Service and Professional bodies of Chartered Accountants, Company Secretaries and Cost & Works Accountants and also soft skills in English and French to get employment.
- ❖ Appointment of lecturers with Statistics specialization to teach subjects like Statistics in Economics and Commerce.
- ❖ All teachers are to be encouraged to enroll themselves as members in their respective association of their respective subjects.



- ❖ Grouping of departments in Science & Commerce Languages etc. encourage Inter departmental research & programmes.
- ❖ Extension activities to carry the knowledge from Lab to Land especially in the departments of Botany, Zoology, Bio technology etc.
- ❖ Establishment of a Creche to encourage even married girls to pursue higher education.
- ❖ A More Intensive use of infrastructure for example in Computers for students who do not study Computer as part of their curriculum and also for general public on the morning and evening times outside the regular college hours.
- ❖ Introduction of job oriented courses in Catering management, Lab techniques, Printing, Embroidering & Tailoring, Tourist guidance, Day care management, Translation work, Creative Writing, Event management which will enable students to be self employed.
- ❖ Formation of a Parent-Teachers body.
- ❖ Involvement of Parents, Teachers and Alumni Association to create a Corpus or endowment to offer scholarships to poor students and to add facilities.
- ❖ Shifting of a few departments to some other nearby location to provide space in the existing campus for an auditorium, Gymnasium and addition to existing games and sports activities.

As the college has stated that it has no freedom and resources to pay for adhoc/temporary staff, the college management has to consider very carefully the aspects of financial and administrative autonomy aspects once the college becomes an autonomous one.

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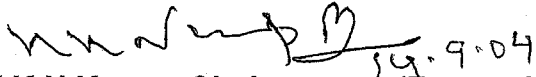



The peer team appreciates the leadership and efforts of the College, the principal, the teachers, the non-teaching staff and the pro-active role of the college authorities.

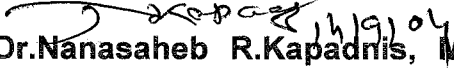
The Team thanks the college authorities for its cooperation during their visit.

The team wishes the institution a bright future.

NAMES AND SIGNATURES OF THE PEER TEAM MEMBERS.

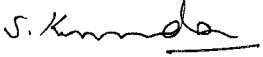

Prof. K.K.N. Kurup, Chairperson, (Former VC, Calicut University) Kerala


Prof. S. Ramamurthi, Member-Coordinator, (Retired professor) Osmania University, Hyderabad


Dr. N. Nanasaheb R. Kapadnis, Member, (Registrar, Y.C.M. Open University) Nasik.

I agree with the observations and recommendations in this report.

Name and signature of the Principal. (With the seal).


(Dr. S. KUMUDA)
Dr. S. KUMUDA
PRINCIPAL
Bharathidasan Govt. College for Women
PONDICHERRY-3



Place: Pondicherry

Date: 14th September 2004.