

# **Internal Quality Assurance Cell (IQAC)**

## **SUBMISSION OF ANNUAL QUALITY ASSURANCE REPORT (AQAR)**

**2016-2017**



*Submitted to*

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
(NAAC)**



**VIVEKANANDA COLLEGE  
AGASTEESWARAM, KANYAKUMARI DISTRICT,  
TAMIL NADU**

**SEPTEMBER 2017**

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## Part – A

### I. Details of the Institution

1.1 Name of the Institution

VIVEKANANDA COLLEGE

1.2 Address Line 1

AGASTEESWARAM

Address Line 2

KANYAKUMARI DISTRICT

City/Town

NAGERCOIL

State

TAMIL NADU

Pin Code

629 701

Institution e-mail address

admin@vivekanandacollege.net

Contact Nos.

04652- 271892,270245,270865

Name of the Head of the Institution:

Dr.N. NEELAMOHAN

Tel. No. with STD Code:

04652- 238397

Mobile:

91-9942325564

Name of the IQAC Co-ordinator:

Dr. C. RAJASEKAR

Mobile:

91-9443411546

IQAC e-mail address:

vkciqac1965@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) \_\_\_\_\_

1.4 Website address:

www.vivekanandacollege.net

Web-link of the AQAR:

www.vivekanandacollege.net/assets/AQAR/AQAR2016-17.pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

### 1.5 Accreditation Details

| Sl. No. | Cycle                 | Grade          | CGPA  | Year of Accreditation | Validity Period |
|---------|-----------------------|----------------|-------|-----------------------|-----------------|
| 1       | 1 <sup>st</sup> Cycle | B <sup>+</sup> | 75.80 | MAY 2006              | 5 Years         |
| 2       | 2 <sup>nd</sup> Cycle |                |       |                       |                 |
| 3       | 3 <sup>rd</sup> Cycle |                |       |                       |                 |
| 4       | 4 <sup>th</sup> Cycle |                |       |                       |                 |

1.6 Date of Establishment of IQAC :DD/MM/YYYY

18-04-2009

1.7 AQAR for the year (*for example 2010-11*)

2016-17

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 2015-16 submitted to NAAC on 18/09/2017 (DD/MM/YYYY)
- ii. AQAR 2014-15 submitted to NAAC on 12/04/2017 (DD/MM/YYYY)
- iii. AQAR 2013-14 submitted to NAAC on 12/04/2017 (DD/MM/YYYY)
- iv. AQAR 2012-13 submitted to NAAC on 12/04/2017 (DD/MM/YYYY)

### 1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

#### 1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

#### 1.11 Name of the Affiliating University (*for the Colleges*)

Manonmaniam Sundaranar University,  
Tirunelveli.

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

|   |   |
|---|---|
| 2.1 No. of Teachers   | <input type="text" value="07"/>   |
| 2.2 No. of Administrative/Technical staff                                 | <input type="text" value="01"/>   |
| 2.3 No. of students   | <input type="text" value="-"/>  |
| 2.4 No. of Management representatives                                     | <input type="text" value="02"/>   |
| 2.5 No. of Alumni   | <input type="text" value="-"/>  |
| 2.6 No. of any other stakeholder and<br>community representatives         | <input type="text" value="-"/>  |
| 2.7 No. of Employers/ Industrialists                                      | <input type="text" value="-"/>  |
| 2.8 No. of other External Experts   | <input type="text" value="-"/>  |
| 2.9 Total No. of members  | <input type="text" value="10"/>   |
| 2.10 No. of IQAC meetings held  | <input type="text" value="05"/>   |
| 2.11 No. of meetings with various stakeholders:                           | No. <input type="text" value="03"/> Faculty <input type="text" value="01"/>   |
|   | Non-Teaching Staff <input type="text" value="01"/> Students <input type="text" value="01"/> Alumni <input type="text" value="01"/> Others <input type="text"/>      |
| 2.12 Has IQAC received any funding from UGC during the year?              | Yes <input type="checkbox"/> No <input type="checkbox"/>  |
| If yes, mention the amount  | <input type="text"/> <input type="checkbox"/> <input checked="" type="checkbox"/>   |
| 2.13 Seminars and Conferences (only quality related)                      |   |
| (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC |   |
| Total Nos.  | <input type="text" value="Nil"/> International <input type="text"/> National <input type="text"/> State <input type="text"/> Institution Level <input type="text"/> |
| (ii) Themes   | <input type="text" value="Nil"/>  |

## 2.14 Significant Activities and contributions made by IQAC

The following are the activities of the IQAC during the Academic Year 2016-17.

- The first priority for IQAC was to submit its LOI for Cycle- II. Hence the following activities were prioritized.
  - ✓ Collection and collation of quantitative and qualitative data from every department.
  - ✓ Creation of awareness among faculty members about various activities by which they can support IQAC.
  - ✓ Nomination of various members from each department as active members of IQAC.
  - ✓ Motivating the Quality Cell at the department level to prepare the roadmap of qualitative teaching and research.
  - ✓ To develop a mechanism to encourage staff members through rewards.
- Quality of the staff and students were assessed through periodic feedbacks obtained from students, alumni, parents and stakeholders.
- Academic and administrative audit were carried out by the internal and external experts.
- CCTV camera was installed in the campus.
- Administrative office was renovated.

## 2.15 Plan of Action by IQAC/Outcome

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

| <b>Plan of Action</b>                                 | <b>Achievements</b>   |
|---|---|
| Research Activities                                   | Faculty members were encouraged to involve in research activities.  |
| Seminars/ Conferences                                 | All the Departments were encouraged to organize State/ National level Seminars/ Conferences. Based on the encouragement of the IQAC few departments organized National level Seminars.                    |
| Eco friendly campus                                   | Based on the recommendations made by IQAC, our management set up recycle bins in the campus. Use of plastic in the campus is strictly prohibited.   |
| Feedback System                                       | Feedbacks are received from the students, alumni, parents and other stack holders through structured questionnaire issued by the IQAC.  |
| Alumni Meet   | Alumni's meeting was conducted in the month of January 2017.  |
| Peace in campus                                       | IQAC motivated the Staff and students to maintain peace and tranquillity in the campus.   |
| Preparation and Submission of LOI & SSR for Cycle- II | IQAC fully engaged in preparation and submission of AQAR 2016-17, LOI and SSR for Cycle-II.   |
| ICT   | Wider exposure through internet.  |
| Innovative Process                                    | Try out student centric learning.   |
| Introduce new curses                                  | Degree courses on <b>B.Voc in Value Added Aquaculture and Journalism &amp; Mass Communication</b> , certificate course on <b>Computer Technology and Communication Skills in English</b> were introduced. |

\* Attach the Academic Calendar of the year as Annexure.



2.16 Whether the AQAR was placed in statutory body      Yes       No   
Management       Syndicate       Any other body

Provide the details of the action taken

- Measures were taken to strengthen the campus eco-friendly.
- Academic Audit was undertaken by IQAC.
- CCTV camera was installed within the campus.
- Language Lab was installed.
- New seminar hall was constructed under **MPLADS**.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD                    |                               |  | 02                                  |  |
| PG                     | 02                            |  | 06                                  |  |
| UG                     | 09                            |  | 02                                  | 02   |
| PG Diploma             |                               |  |                                     |  |
| Advanced Diploma       |                               |  |                                     |  |
| Diploma                |                               |  |                                     |  |
| Certificate            | 01                            |  |                                     | 02   |
| Others                 |                               |  |                                     |  |
| <b>Total</b>           | <b>12</b>                     | <b>-</b>                                   | <b>10</b>                           | <b>04</b>  |
| Interdisciplinary      |                               |  |                                     |  |
| Innovative             |                               |  |                                     |  |

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

- CBCS Pattern
- Core /Elective option and
- Non Major Elective option

##### (ii) Pattern of programmes:

| Pattern   | Number of programmes                               |
|-----------|--|
| Semester  | UG- 11<br>PG- 08<br>Certificate- 03<br>B.Voc. - 02 |
| Trimester |  |
| Annual    |  |

##### 1.3 Feedback from stakeholders\*

(On all aspects)

Alumni  Parents  Employers  Students

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

*\*Please provide an analysis of the feedback in the Annexure.*

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

Yes. As an affiliated college, the college implements the changes in syllabi made by the University. The University revises the syllabus every three years as per the recommendations made by the Board of Studies of the University.

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

Two degree courses- **B.Voc in Journalism and Mass Communication** and **B.Voc in Aquaculture** were introduced.

Two different certificate courses on **“Computer Technology”** and **“Communication Skills in English”** were introduced.

## Criterion – II

### 2. Teaching, Learning and Evaluation

#### 2.1 Total No. of Permanent faculties:

##### Aided Programme:

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 54    | 33               | 18                   | -          | 03     |

##### Self-Financed Programme:

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 34    | 34               | -                    | -          | -      |

#### 2.2 No. of permanent faculty with Ph.D.

| Aided Programme | Self-Financed Programme | Total |
|-----------------|-------------------------|-------|
| 34              | 10                      | 44    |

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

##### Aided Programme:

| Asst. Professors |    | Associate Professors |   | Professors |   | Others |   | Total |    |
|------------------|----|----------------------|---|------------|---|--------|---|-------|----|
| R                | V  | R                    | V | R          | V | R      | V | R     | V  |
| 33               | 12 | 18                   | - | -          | - | 03     | - | 54    | 12 |

##### Self-Financed Programme:

| Asst. Professors |   | Associate Professors |   | Professors |   | Others |   | Total |   |
|------------------|---|----------------------|---|------------|---|--------|---|-------|---|
| R                | V | R                    | V | R          | V | R      | V | R     | V |
| 34               | - | -                    | - | -          | - | -      | - | 34    | - |

#### 2.4 No. of Guest and Visiting faculty and Temporary faculty

|    |   |  |
|----|---|--|
| 12 | - |  |
|----|---|--|

## 2.5 Faculty participation in conferences and symposia:

| No. of Faculty               | International level | National level | State level |
|------------------------------|---------------------|----------------|-------------|
| Attended Seminars/ Workshops | 20                  | 06             | 06          |
| Presented papers             | 04                  | 01             | 08          |
| Resource Persons             | -                   | -              | 04          |

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

- Innovative value based and need based education systems were introduced in the college. According to the latest trends, various innovative job oriented courses are offered.
- Question banks were published for UG and PG Level programmes.
- Book Bank facility was created by the management in the central library for the welfare of the students.

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

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Multiple Choice Questions and Internal and External Assessment system in the ratio of 25:75

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

02

-

-

2.10 Average percentage of attendance of students

94.2

2.11 Course/Programme wise distribution of pass percentage:

**Aided Programme:**

| Programme         | Total no. of students appear | Division    |       |         |       |          |       |           |       |        |        |
|-------------------|------------------------------|-------------|-------|---------|-------|----------|-------|-----------|-------|--------|--------|
|                   |                              | Distinction |       | I Class |       | II Class |       | III Class |       | Total  |        |
|                   |                              | Number      | %     | Number  | %     | Number   | %     | Number    | %     | Number | %      |
| B.A. Tamil        | 48                           | 01          | 02.08 | 15      | 31.25 | 08       | 16.67 | -         | -     | 24     | 50.00  |
| B.A. English      | 61                           | -           | -     | 02      | 03.28 | 14       | 22.95 | 01        | 01.64 | 17     | 27.87  |
| B.A. Economics    | 16                           | -           | -     | 02      | 12.50 | 04       | 25.00 | -         | -     | 06     | 37.50  |
| B.Sc. Mathematics | 47                           | 17          | 36.17 | 12      | 25.53 | 01       | 2.13  | -         | -     | 30     | 63.83  |
| B.Sc. Physics     | 38                           | 03          | 07.89 | 30      | 78.95 | -        | -     | -         | -     | 33     | 86.84  |
| B.Sc. Chemistry   | 39                           | 01          | 02.56 | 13      | 33.33 | -        | -     | -         | -     | 14     | 35.89  |
| B.Sc. Botany      | 27                           | 01          | 03.70 | 11      | 40.74 | 02       | 07.41 | -         | -     | 14     | 51.85  |
| B.Sc. Zoology     | 23                           | -           | -     | 14      | 60.87 | -        | -     | -         | -     | 14     | 60.87  |
| B.Com. Commerce   | 51                           | -           | -     | 03      | 05.88 | 23       | 45.10 | -         | -     | 26     | 50.98  |
| M.A. Economics    | 04                           | -           | -     | 04      | 100   | -        | -     | -         | -     | 04     | 100.00 |
| M.Sc. Mathematics | 28                           | 08          | 32.00 | 13      | 52.00 | -        | -     | -         | -     | 21     | 84.00  |

**Self-Financing Programme:**

| Programme         | Total no. of students appear | Division           |       |         |       |          |       |           |   |        |        |
|-------------------|------------------------------|--------------------|-------|---------|-------|----------|-------|-----------|---|--------|--------|
|                   |                              | Distinction        |       | I Class |       | II Class |       | III Class |   | Total  |        |
|                   |                              | Number             | %     | Number  | %     | Number   | %     | Number    | % | Number | %      |
| B.Com. (CA)       | 30                           | 01                 | 03.33 | 13      | 43.33 | 08       | 26.67 | -         | - | 22     | 73.33  |
| B.C.A.            | 28                           | 03                 | 10.70 | 21      | 75.00 | 01       | 30.60 | -         | - | 25     | 89.00  |
| M.A. Tamil        | 14                           | 01                 | 07.20 | 13      | 92.80 | -        | -     | -         | - | 14     | 100.00 |
| M.A. English      | 27                           | -                  | -     | 21      | 78.00 | -        | -     | -         | - | 21     | 78.00  |
| M.Sc. Zoology     | 07                           | -                  | -     | 03      | 42.86 | -        | -     | -         | - | 03     | 42.86  |
| M.Com. Commerce   | 21                           | 01                 | 04.00 | 16      | 76.00 | -        | -     | -         | - | 17     | 80.00  |
| M.Phil. Tamil     |                              | Waiting for Result |       |         |       |          |       |           |   |        |        |
| M.Phil. Economics |                              |                    |       |         |       |          |       |           |   |        |        |

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

1. Each department has a Quality Cell for continuously updating information and supplying the same to IQAC at central level. Based on the information collected, IQAC recommends the authorities to implement appropriate developmental activities.
2. Members of IQAC motivate the staff members to prepare lesson plans so as to achieve the goal of Teaching & Learning process.

3. Feedbacks are obtained from the students through structured questionnaires related to Teaching & Learning process.
4. Self-assessment is made possible through Self- Appraisal Report.
5. As the progress of the students are monitored and evaluated through class tests and also through internal assessments, the IQAC has fewer roles in it. However, it mobilizes the process by gathering and analysing the result produced by various departments.

2.13 Initiatives undertaken towards faculty development:

| <i>Faculty / Staff Development Programmes</i>  | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses                              | 03                                  |
| UGC – Faculty Improvement Programme            | -                                   |
| HRD programmes                                 | -                                   |
| Orientation programmes                         | -                                   |
| Faculty exchange programme                     | -                                   |
| Staff training conducted by the university     | -                                   |
| Staff training conducted by other institutions | -                                   |
| Summer / Winter schools, Workshops, etc.       | -                                   |
| Others – NCC Training                          | 01                                  |

2.14 Details of Administrative and Technical staff

**Aided Programme:**

| Category             | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 28                            | 15                         | -  | 01                                     |
| Technical Staff      | 09                            | -                          | -  | -                                      |

**Self-Financed Programme:**

| Category             | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 17                            | -                          | -  | -                                      |
| Technical Staff      | 04                            | -                          | -  | -                                      |

## Criterion – III

### 3. Research, Consultancy and Extension

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

- IQAC motivates the faculty members to attend seminars/workshops and present research publications in National and International Journals.
- It motivates the faculty to apply for major and minor research projects.
- Research is a significant activity of the college. During this academic year, our faculty members guided numerous research scholars. Seven faculty members were awarded their Doctoral Degree during this year. In order to promote quality research, faculty members published articles in Peer reviewed and Non peer reviewed journals, e-journals and conference proceedings. Also papers were presented on national and international seminars/workshops/conferences/symposia.
- **Four** Research Scholars were awarded their Doctoral Degree in our Research Centres. **Thirty Three** research scholars registered their Doctoral Degree during this year.
- The University also introduced research projects for students at PG level to promote research activities.

#### 3.2 Details regarding major projects:

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

#### 3.3 Details regarding minor projects:

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

#### 3.4 Details on research publications:

|                          | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals     | 03            | 10       | -      |
| Non-Peer Review Journals | -             | 02       | -      |
| e-Journals               | 01            | -        | -      |
| Conference proceedings   | 01            | 09       | -      |

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS



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

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

**3.7 No. of books published** i) With ISBN No  Chapters in Edited Books   
 ii) Without ISBN No

**3.8 No. of University Departments receiving funds from**

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

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

**3.10 Revenue generated through consultancy**

**3.11 No. of conferences organized by the Institution**

| Level               | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number              | 01            | -        | -     | -          | -       |
| Sponsoring agencies | CICT          |          |       |            |         |

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

**3.13 No. of collaborations** International  National  Any other

**3.14 No. of linkages created during this year**

**3.15 Total budget for research for current year in lakhs:**

From Funding agency  From Management of University/College   
 Total

**3.16 No. of patents received this year:**

| Type of Patent |         | Number |
|----------------|---------|--------|
| National       | Applied |        |
|                | Granted |        |
| International  | Applied |        |
|                | Granted |        |
| Commercialised | Applied |        |
|                | Granted |        |

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

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

**3.18 No. of faculty from the Institution:**

who are Ph. D. Guides   
 and students registered under them

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

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

JRF  SRF  Project Fellows  Any other

**3.21 No. of students Participated in NSS events:**

University level  State level   
 National level  International level

**3.22 No. of students participated in NCC events:**

University level  State level   
 National level  International level

**3.23 No. of Awards won in NSS:**

University level  State level   
 National level  International level

**3.24 No. of Awards won in NCC:**

|                  |                      |                     |                                 |
|------------------|----------------------|---------------------|---------------------------------|
| University level | <input type="text"/> | State level         | <input type="text" value="35"/> |
| National level   | <input type="text"/> | International level | <input type="text"/>            |

**3.25 No. of Extension activities organized**

|                  |                      |               |                                 |           |                      |
|------------------|----------------------|---------------|---------------------------------|-----------|----------------------|
| University forum | <input type="text"/> | College forum | <input type="text"/>            |           |                      |
| NCC              | <input type="text"/> | NSS           | <input type="text" value="06"/> | Any other | <input type="text"/> |

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

1. **International Day of Yoga** was celebrated on 21<sup>st</sup> June 2016. Mr. Sankara Narayanan presided over the event.
2. **Awareness Programme on Dengue** was jointly organised by our college and Department of Environment, Kanyakumari District on 8<sup>th</sup> September 2016.
3. **Clean India Campaign** was organised by our college with the assistance of Department of Tourism, Kanyakumari District on 17<sup>th</sup> September 2016 at Kanyakumari.
4. On 19<sup>th</sup> September 2016, observed as “**Sanitation Day**”, an awareness rally was organized from Suchindrum to Nalloor. Saplings were planted to mark the occasion and notices were issued in Nalloor Panchayat.
5. On 14<sup>th</sup> December 2016, our college organized an **Awareness Programme on Indian Constitution**. Majority of our students participated in it.
6. A **special Camp** was organized by NSS at Sottapanikkan Therivilai from 06<sup>th</sup> March 2017 to 12<sup>th</sup> March 2017.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

| Facilities   | Existing    | Newly created   | Source of Fund   | Total       |
|--|-------------|---|--|-------------|
| Campus area  | 60<br>Acres |   |  | 60<br>Acres |
| Class rooms  | 39          |   |  | 39          |
| Laboratories   | 07          | Thanumalayaperumal<br>Memorial Zoology<br>Research Lab (01) | Sponsored by Er.<br>Ravichandran, Parakkai<br>Rs. 33,00,000/-                          | 08          |
| Seminar Halls  | 02          | 01  | Sponsored by Mr. Pon<br>Radhakrishnan, M.P under<br>MPLADS- 2014-15<br>Rs. 20,00,000/- | 03          |
| No. of important<br>equipments purchased ( $\geq$<br>1-0 lakh) during the<br>current year. |             |   |  |             |
| Value of the equipment<br>purchased during the year<br>(Rs. in Lakhs)                      |             |   |  |             |
| Others   |             |   |  |             |

#### 4.2 Computerization of administration and library

Central Library is equipped with computer and internet facility. Xerox facility is also provided in the library to meet the need of the students and staff.

#### 4.3 Library services:

|                        | Existing |           | Newly added |           | Total  |           |
|------------------------|----------|-----------|-------------|-----------|--------|-----------|
|                        | No.      | Value (₹) | No.         | Value (₹) | No.    | Value (₹) |
| Text Books             | 19,550   | -         | 690         | 1,47,601  | 20,240 | -         |
| Reference Books        | 9,989    | -         | 302         | 64,603    | 10,291 | -         |
| e-Books                | -        | -         | -           | -         | -      | -         |
| Journals               | -        | -         | 20          | 14,600    | 20     | -         |
| e-Journals             | -        | -         | -           | -         | -      | -         |
| Digital Database       | -        | -         | -           | -         | -      | -         |
| CD & Video             | 75       | -         | 24          | -         | 99     | -         |
| Journal (Back Volumes) | 260      | -         | 50          | -         | 310    | -         |
| Magazine               | -        | -         | 17          | -         | 17     | -         |

#### 4.4 Technology up gradation (overall)

|              | <b>Total Computers</b> | <b>Computer Labs</b> | <b>Internet</b> | <b>Library</b> | <b>Principal Office</b> | <b>Office</b> | <b>Depart-ments</b> | <b>Others (Language Lab)</b> |
|--------------|------------------------|----------------------|-----------------|----------------|-------------------------|---------------|---------------------|------------------------------|
| Existing     | 72                     | 02                   | 03              | 01             | 01                      | 01            | 17                  | -                            |
| Added        | 24                     | -                    | -               | -              | -                       | -             | -                   | 01                           |
| <b>Total</b> | <b>96</b>              | <b>02</b>            | <b>03</b>       | <b>01</b>      | <b>01</b>               | <b>01</b>     | <b>17</b>           | <b>01</b>                    |

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

Free Wi-Fi internet facility is provided.

Office was computerized and upgraded in Networking.

CCTV camera was installed in the college campus.

Canara Bank ATM centre was opened in the premises of the college to facilitate the Staff and Students.

#### 4.6 Amount spent on maintenance in lakhs :

|  |              |
|--|--------------|
| i) ICT                                   | -            |
| ii) Campus Infrastructure and facilities | 2.03         |
| iii) Equipments                          | 10.75        |
| iv) Others                               | -            |
| <b>Total :</b>                           | <b>12.78</b> |

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Updated hand book containing information regarding Government scholarships available for SC/ST, OBC and economically weaker section of the students and other fee concessions, is issued to all the students.
- IQAC interacts with the special committees organized for the development of students and offers suggestions.
- IQAC ensures creation of awareness about various student support services available in the campus at the time of orientation programs conducted for new entrants. The student support services include,
  - ✓ Xerox facility
  - ✓ Purified drinking water facilities in major places of the campus
  - ✓ a tricycle and special seating arrangement for differently-able students
  - ✓ Free medical camp
  - ✓ Ramp facilities for the differently- abled students
  - ✓ UGC Book bank facility for the SC/ST Students
- IQAC helped to organize **“Awareness programme on Indian Constitution”** for the benefits of the students.

#### 5.2 Efforts made by the institution for tracking the progression

- Regular observation
- Regular department meetings
- monitoring
- Faculty involvement through counselling system.
- Regular feedback from students.
- Each department maintains a register for recording the progress of the students.
- Internal Assessment system is followed to ensure the progress of the quality of the students.

**5.3 (a) Total Number of students**

|      |     |         |        |       |
|------|-----|---------|--------|-------|
| UG   | PG  | M. Phil | Ph. D. | Total |
| 1351 | 184 | 10      | 27     | 1572  |

**(b) No. of students outside the state**

|     |
|-----|
| Nil |
|-----|

**(c) No. of international students**

|     |
|-----|
| Nil |
|-----|

|     |     |       |       |      |       |
|-----|-----|-------|-------|------|-------|
| Men | No  | %     | Women | No   | %     |
|     | 278 | 17.68 |       | 1294 | 82.32 |

| Last Year (2015-16) |     |    |     |      |                       |             | This Year (2016-17) |     |    |     |      |                       |             |
|---------------------|-----|----|-----|------|-----------------------|-------------|---------------------|-----|----|-----|------|-----------------------|-------------|
| General             | SC  | ST | MBC | OBC  | Physically Challenged | Total       | General             | SC  | ST | MBC | OBC  | Physically Challenged | Total       |
| 24                  | 107 | 01 | 212 | 1317 | -                     | <b>1661</b> | 21                  | 103 | 02 | 202 | 1244 | -                     | <b>1572</b> |

Demand ratio 1:1      Dropout 7%

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

|   |
|---|
| Coaching class for competitive examination was not conduct during this academic year. |
|---|

No. of students beneficiaries

|     |
|-----|
| Nil |
|-----|

**5.5 No. of students qualified in these examinations**

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

## 5.6 Details of student counselling and career guidance

- The Career Guidance and Counselling Cell of our college offers counselling and guidance to the students in addition to many academic oriented programmes.
- A **motivational programme** was conducted for all our college students by Sigaram Foundation from 22-08-2016 to 23-08-2016.
- **Capital Market Awareness Programme** was conducted at our college for B.Com (CA) and B.C.A. students on 18-07-2016 by Accelerating Minds in Mumbai.
- **Career Guidance** was conducted by AIMGETZ, Madurai for final year students of our college on 15-09-2016 and 16-09-2016.
- A **seminar on Placement Awareness Programme in Medical Coding and Medical Transcription** was conducted for final year science students by INNZY INFOTECH, Nagercoil on 13-02-2017.

No. of students benefitted

All the students of our College

## 5.7 Details of campus placement

| <i>On campus</i>                |                                 |   | <i>Off Campus</i>         |
|---------------------------------|---------------------------------|---|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed                                   | Number of Students Placed |
| 04                              |                                 | 29 students got appointment<br>34 student go for next stage |                           |

## 5.8 Details of gender sensitization programmes

Anti-eve teasing and Anti-ragging Committee functions effectively for the gender sensitization within the campus. This committee offers counselling to the female students regarding their personal problems and grievances. In 2016-17 no critical issues and matters were reported. Main function of this committee is to curb eve teasing within the campus, sensitize women issues and to solve the issues related with female students and women working in this institution.

International Women's Day was celebrated to create awareness about empowerment of women.

Mother's Day was celebrated.



## 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events:

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

|   | Number of students | Amount      |
|---|--------------------|-------------|
| Financial support from institution                                      | -                  | -           |
| Financial support from government                                       | 745                | ₹ 13,86,085 |
| Financial support from other sources                                    | -                  | -           |
| Number of students who received International/<br>National recognitions | -                  | -           |

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

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

## Criterion – VI

### **6. Governance, Leadership and Management**

#### **6.1 State the Vision and Mission of the institution**

##### **Vision Statement**

Our vision is to reach out to the best of its ability to impart world class education to the youth of this country in general, and educationally and economically backward community of the locality in particular.

##### **Mission Statement**

Our mission is to achieve excellence by providing quality education to the downtrodden and backward people in and around Kanyakumari District and to develop Vivekananda College into a modern centre of higher education with the best available faculty, infrastructure and equipment.

#### **6.2 Does the Institution has a management Information System**

Yes. Computerized billing system is used in admission process.

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

##### **6.3.1 Curriculum Development**

The college follows the curriculum designed by the affiliating University. Some of our senior faculty members serve as Members of Board of Studies of the University. They contribute to the curriculum development and represent the suggestions of our staff to the University.

##### **6.3.2 Teaching and Learning**

The following teaching and learning methods are followed.

- Traditional Chalk and Talk method
- Classroom interaction method
- Field Visits / Industrial Visits/ Educational Tours.

### **6.3.3 Examination and Evaluation**

- Students are assessed through class tests, internal assessments and other activities such as seminars, paper presentations, debates and group discussions.
- Internal marks are given by the faculty based on the performance of the students as per the guidelines of the university.
- Semester Examination is conducted by the affiliating University.
- The Principal and the Head of the Department monitor the performance of the students on publication of the result.

### **6.3.4 Research and Development**

- Teachers are encouraged to pursue research degrees.
- Teachers are encouraged to publish papers/articles in national and international Journals.
- Teachers encourage the students to involve in research activities.
- Best Researcher Award is received by the Faculty.

### **6.3.5 Library, ICT and physical infrastructure / instrumentation**

- Library Advisory Committee suggested a list of books based on its interaction with the students and faculty members. This list was forwarded to the concerned authority for sanction and purchase of books.
- Library was equipped with computer, internet and copier facilities.
- Language Lab was constructed and computers were installed.

### 6.3.6 Human Resource Management

- The management recruits the staff members and permits them to attend various orientation and refresher courses to optimise their academic skills.
- Various committees are constituted to monitor activities of the students in all the departments.
- The responsibility of managing the human resources has been shared by the faculty members of various committees such as Student Grievance and Redress Cell, Anti-Eve Teasing and Anti-Ragging Committee, Campus Discipline Maintaining Committee and Discipline and Enquiry Committee.
- Teachers are given additional work to develop various extracurricular and co-curricular activities.
- Fee concession is provided to the economically weaker students.

### 6.3.7 Faculty and Staff recruitment

- One faculty member was recruited in the Department of English under aided stream.
- Management also recruited faculty members to fill the vacancies in self-finance programmes.

### 6.3.8 Industry Interaction / Collaboration

Nil

### 6.3.9 Admission of Students

- The admission committee functions as per the guidelines of Government of Tamil Nadu. The reservation norms are followed strictly as per the government guidelines.
- Open counselling system is followed for selection process.
- Special preferences are given to women students and first generation learners.
- Selection list of students is displayed in the college notice board. Additional students are admitted in few courses after getting due permission from the University.

#### 6.4 Welfare schemes for

|              |   |
|--------------|---|
| Teaching     | Provident Fund, Gratuity, Medical Allowance, Pension etc.<br>Canteen Facilities, thrift society.  |
| Non teaching | Provident Fund, Gratuity, Medical Allowance, Pension etc.<br>Canteen Facilities, thrift society.  |
| Students     | Government Scholarship.<br>Subsidised Canteen facilities.<br>Free food and accommodation with the assistance of Government.<br>Cash incentives are given to meritorious students.<br>UGC Book Bank facility<br>Fee concession for sports students |

#### 6.5 Total corpus fund generated

#### 6.6 Whether annual financial audit has been done

Yes  No

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

| Audit Type     | External |            | Internal |                      |
|----------------|----------|------------|----------|----------------------|
|                | Yes/No   | Agency     | Yes/No   | Authority            |
| Academic       | Yes      | Government | Yes      | Permanent Audit Team |
| Administrative | Yes      | Government | Yes      | Permanent Audit Team |

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

The examination wing functions in the affiliating University. Our college follows the examination reforms implemented by the University.

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

Not Applicable

### **6.11 Activities and support from the Alumni Association**

The members of Alumni's Association support the college through various services. They also provide financial assistance for the development of college. The association has taken initiatives to construct a seminar hall for the benefit of students, and the construction is under process.

### **6.12 Activities and support from the Parent – Teacher Association**

It provides financial assistance to economically backward students to pursue their studies.

### **6.13 Development programmes for support staff**

Nil

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

- Eco. Club conducted awareness programme on Environmental Protection.
- Use of polythene bags is prohibited in the college campus.
- Trees are planted in the college campus. Gardening and plantation are encouraged by distributing saplings to the students.
- The campus contains rain water harvesting system.
- Garbage is disposed in an eco-friendly way.

## Criterion – VII

### 7. Innovations and Best Practices

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

- Certificate Course on ‘**Human Rights Education**’ was conducted.
- Certificate course on “**Communication Skills in English**” and “**Computer Technology**” were introduced during this year.
- B.Voc Degree courses on “**Value Added Aquaculture**” and “**Journalism and Mass Communication**” were introduced during this year.
- Various departments undertook industrial/field visits to widen their knowledge in their respective fields.

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

- Orientation program was conducted for the first year students.
- Academic audit was conducted.
- Seminars were organized in a successful manner.
- Awareness Programmes were organized.
- New B.Voc Degree and Certificate courses were introduced.
- Language Lab was installed.
- CCTV Camera was installed.
- ATM centre was opened in the College premises with the collaboration of Canara Bank, Kanyakumari Branch.
- Alumni’s meeting was conducted in the month of January 2016.
- Feedbacks were received from the students, alumni, parents and other stake holders through structured questionnaires issued by the IQAC.
- Remedial classes were conducted to help the slow learners to improve their academic performance.
- Staff and students cooperate to maintain peace and tranquility in the campus.

### 7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

#### Best Practice: I

##### 1. Title of the Practice:

#### “Celebration of Pongal Festival”

##### 2. Goal :

- To promote unity and integration among the students who are coming from different economic and social backgrounds.
- To enhance the awareness about cultural heritage and conventions of the festivals.
- To expose the value of the traditional festival to the nation and the world.
- To expertise the students in various spiritual programs.
- To spread ethical and traditional value.

##### 3. The Context:

Pongal is a festival of harvest celebrated in Tamilnadu by all the people irrespective of caste, religion, colour and creed. Such harvest festivals are also celebrated in other states of India under various names like ‘Mahara Sankranthi’ and ‘Baisakhi’. It is thanks giving function to the Nature, especially to the Sun. Pongal is celebrated in ‘Thai’, the tenth month of Tamil year, which falls in the month of January. People make an oven in front of the main door of their houses to cook the newly harvested rice. The sweet pongal is served to the family members and neighbours along with sugarcane. All sit together and enjoy the celebration. Such eco-friendly traditional practice that brought about harmony and understanding among people is now forgotten and the significance of such regional festivals is not realized. Making the students realize their identity through such celebrations has hence become a challenging task.

##### 6. The Practice:

Pongal is celebrated every year in our college to create awareness about regional tradition and spirituality among students. The college is keen in imparting culture and values along with other academic activities and theoretical knowledge.

Pongal celebration is organized by the students themselves. Under the guidance



of the staff members of their department, the final year students of every department take initiative to plan the event and collect the things needed for the celebration. This brings unity and inculcates tolerance among the students. The students are allowed to wear traditional dress: girls wear sarees and boys wear traditional 'dhotis'. They assemble before their respective departments and make traditional ovens to prepare pongal. They draw rangoli around it. They divide the work and cook sweet pongal following traditional rituals. They also make other offerings such as sugarcane, fruits and vegetables according to the tradition. They pray to the sun and distribute pongal to all the students and the staff members of various departments. Both fun and spirituality are interwoven as the students organize themselves and try to share what is taught and followed in their home and surroundings.

This practice is meant to promote the understanding among students and develop their group behaviour. When the pongal function is celebrated in the campus, all the students voluntarily involve in the process of cleaning the campus and class rooms. This inculcates the sense of cleanliness and tidiness. Further it infuses self-dignity through the identification of their praiseworthy cultural heritage.

**a. Evidence of Success:**

The practice of celebrating pongal within the campus inculcates positive attitude in students. The following changes are traced in the attitude of students.

- Inter-departmental relationships are promoted among the students both in and off the campus.
- Undesirable practices such as ragging and other misbehaviours are eliminated at the entry level.
- It develops the feeling of gratitude towards elders and benefactors.
- By promoting this type of festivals in the campus, students are trained to value their culture, tradition and civilization. This lays foundation for a well-organized and disciplined society.

## **Best Practice: II**

### **1. Title of the Practice:**

**“Clean India Campaign - Vivekananda College”**

### **2. Goal:**

- To involve the students in community oriented services with regard to cleanliness.
- To motivate the students to work together in making India a clean country.

### **3. The Context:**

The slogan of Clean India Campaign is **“Cleanliness is next to godliness”**. The Clean India Mission or the Clean India Drive was officially launched by the Prime Minister Narendra Modi on 145<sup>th</sup> Birth Anniversary of Mahatma Gandhi on 2<sup>nd</sup> October in 2014 at Rajghat, New Delhi. It is a national level campaign run by the Indian government to cover all the backward statutory towns to make them clean. The campaign involves the construction of latrines, promoting sanitation programmes in the rural areas, cleaning street, roads and changing the infrastructure of the country to lead the country ahead. The Clean India Mission is carried out in our college. The aim of the program is to involve the student community in a proactive manner to participate and contribute to the Clean India Campaign. In our college, the students are induced to actively participate in the programme. In this context the following activities were carried out:

- ✓ Cleaning the college campus
- ✓ Celebration of sanitation day
- ✓ Organising Dengue Rally
- ✓ Cleaning Govt. primary health centre, Agasteeswaram
- ✓ Cleaning the coastal area of Kanyakumari

#### **4. The Practice:**

As this practice starts from home we have installed a permanently painted advertisement on the compound wall of the campus, disclosing the “**Clean India Drive**” (தூய்மை பாரத இயக்கம்). The students of our college indulged in cleaning the campus with special interest under the coordination of the faculty members. The sanitation day was celebrated and a rally was conducted in Nalloor Panchayat and pamphlets were issued to create awareness to stamp out open defecation system. An awareness programme on Dengue and a rally was organized with the cooperation of Department of Environment, Kanyakumari and Kanyakumari Selection Grade Panchayat. More than 500 students volunteered in cleaning the Govt. primary health centre, Agasteeswaram. A special camp on “Clean India” was conducted at Southkundal and the area in and around Bhagavathi Amman Temple, Beach and Railway Station at Kanyakumari were cleaned. Our college organized “**International Ocean Cleanup Day**” with the collaboration of Indian Marine Foundation, South India.

#### **5. Evidence of Success:**

The success of clean India campaign depends on the change in the outlook of the society as a whole with every citizen of the country required to contribute towards improving the levels of cleanliness in the country. The students of our college are motivated and educated to spread awareness on cleanliness among people and also solid waste management practices. Our college students are properly informed about the financial aid provided by the Government to families Below Poverty Line (BPL), for the construction of clean flush toilets. The students of our college actively participated in keeping clean in our campus, celebration of sanitation day, Dengue rally, cleaning the Govt. primary health centre, Agasteeswaram and costal cleaning.

#### **6. Problems Encountered and Resources Required:**

- Arranging the programme schedule.
- Collecting the students.
- Transportation

- Execution of the program
- Meals and refreshment
- Back home
- Finance

The faculty members of our college showed much interest towards the clean India drive and charted programmes accordingly. The students were informed of the importance of cleanliness and were informed about the scheduled programme. The students cleaned the campus and dustbins were set up at various places. The students also cleaned the public places. Transportation was made easy by arranging our own college bus. The students of our college did an excellent work from dawn to dusk. All these works were carried out with the support of concerned local authorities. Funds from NSS and donations from the well-wishers of the college were collected and utilized.

#### 7.4 Contribution to environmental awareness / protection

1. **Awareness Programme on Dengue** was conducted by our college with the collaboration of Department of Environment, Kanyakumari District on 8<sup>th</sup> September 2016. Various places were cleaned in and around Kanyakumari.
2. **Clean India Campaign** was conducted at Kanyakumari on 17<sup>th</sup> September 2016 by our college with the collaboration of Department of Tourism, Kanyakumari District.
3. On 19<sup>th</sup> September 2016, “**Sanitation Day**” an awareness rally was organized from Suchindrum to Nalloor. Also Trees are planted and pamphlets are issued in the households of Nalloor Panchayat.
4. On 14<sup>th</sup> December 2016, our College organizes an **Awareness Programme on “Indian Constitution”**. Majority of our students are participated in it.

7.5 Whether environmental audit was conducted?

Yes  No

## 7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

### **Strength:**

1. Good Academic environment.
2. Best for cultural, traditional and value development.
3. Training on Yoga is conducted frequently to strengthen the mental and physical ability of the students.

### **Weakness:**

1. Lack of motivation and faculty development programs.
2. The backwardness of the region and minimal exposure of the students to recent technological and cultural developments of the world.

### **Opportunity:**

The college provides opportunity to students from regional medium. The teachers generally take it as a challenge and see them coming out with a remarkable grade. The college views its existence in this area as a chance to contribute to the upliftment of rural youth.

### **Threats:**

The lack of communication skills, especially in English, is a threat to the development of the college.

The percent of meritorious students who can contribute to the elevation of educational standards is alarmingly less.

## **8. Plans of institution for next year**

1. To continue job oriented B. Voc. Course as a permanent course in our college.
2. Give importance to Language Lab to develop the communication skills of students.
3. To involve teachers in UGC Minor Projects.
4. To plant trees to maintain eco-friendly campus.
5. Plan to construct new building for class rooms.
6. To maintain no vacancy in teaching posts.



Handwritten signature of Dr. C. Rajasekar in blue ink on a light pink background. The signature is written in a cursive style and includes the date 18/9/17 below it.

*Signature of the Coordinator, IQAC*

*Dr. C. Rajasekar,  
Associate Professor of Economics*



Handwritten signature of Dr. N. Neelamohan in blue ink on a light pink background. The signature is written in a cursive style and includes the date 18/9/2017 below it. Below the signature, the text 'PRINCIPAL VIVEKANANDA COLLEGE AGASTHEESWARAM KANYAKUMARI' is printed in blue.

*Signature of the Chairperson, IQAC*

*Dr. N. Neelamohan  
Principal*

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